



February 6, 2007

INITIATIVES UPDATE

Expenditure Control, CU's comprehensive approach to promoting sound fiscal management by addressing the problem of deficit spending, went live last month in Funds 26, 72, 78 and 80. Electronic Personnel Effort Reports (ePERs) have been burst to the portals of individuals whose Fall 2006 salary was paid from federally sponsored projects. Gift fund training continues, and, beginning later in the week, you will see some new features on financial reports from the Reporting System. *Read on for more information about these exciting happenings.*

ELECTRONIC PERSONNEL EFFORT REPORTING (ePER)

If your salary is covered by a federally sponsored project, you need to certify your effort on that project. The ePER process helps you do this. You will receive an email instructing you to log into your portal, open the **my.Tools** tab, and review and certify your PER. ePERS for Fall 2006 (FY 2007) have just been burst and must be certified within 60 days. Remember, if the actual effort you certify on a sponsored project (e.g., Fund 30) SpeedType is less than what is displayed on the ePER, the system will automatically generate a Payroll Expense Transfer (PET). An email notification of this PET is sent to the fiscal manager of the project. If you receive the PET email, **DO NOT CANCEL** the PET without first discussing it **and** the PER with the person who certified the PER. Cancelling the PET will cancel certification of the PER. Helpful information relating to ePERS, including instructions for logging in to the portal and a Step-by-Step Guide to certification, is on the [ePER Initiative](https://www.cusys.edu/controller/epers.html) page at <https://www.cusys.edu/controller/epers.html>.

GIFT FUND TRAINING

Of the nearly 1,500 people assigned to fiscal roles on Fund 34 SpeedTypes, more than 1,400 have completed the training. However, approximately 130 Gift Fund SpeedTypes currently are inactive due to incomplete training requirements. Emails have been sent to these individuals, as well as to each campus controller, reminding them to complete the training so the SpeedType can be activated. Keep in mind that, if you are going to assume a fiscal role on a Fund 34 SpeedType, you must complete the Gift Fund training first. Campus finance offices now check training completion as part of the creation and adjustment processes for Gift Fund SpeedTypes.

REPORTING SYSTEM

Be on the lookout for the following enhancements to your Reporting System reports:

- A new report header, featuring a re-designed layout that is more informative and easier to read;
- The “% of fiscal year completed” is displayed on summary reports;
- The message “No Data Available” (rather than a blank page) is returned for reports with no transactions; *and*,
- The Revenue and Expense Detail Statement can now be run by specifying actual dates rather than just by accounting periods.

EXPENDITURE CONTROL

I got this email, now what?

One of the features of Expenditure Control is automatic email notification by the Finance System when a transaction fails resource check. The type of transaction determines the email recipient.

- When a JE (actual, budget, encumbrance) fails resource check, the email is sent to both the JE creator and the JE approver.
- When the failed resource check involves a PO Req/SPO Req, DPO/PO/SPO, PO Voucher, or SPO Voucher, the email goes to both the creator and approver of the originating requisition or DPO.
- For Payment/Travel Vouchers, the email is directed to the Program/Project Manager of the SpeedType with the deficit.

No matter what type of transaction fails resource check, the email is sent upon the initial identification of the failed transaction...and then every ten days thereafter. Keep in mind that if a JE is in error status at the end of the month, it will be deleted during the month-end close processes. All other transaction types will continue to recycle in search of adequate resources until fiscal year end. You can recognize an Expenditure Control email by its Subject, “Expenditure Control update – Unable to process transactions due to deficit,” and its Sender, “From: Finance.System@cusys.edu.” The email identifies the transaction that failed resource check, including transaction type, ID, and SpeedType.

What should you do if an Expenditure Control email appears in your inbox? A number of appropriate actions are outlined in the [Finance Procedural Statement: Expenditure Control](https://www.cusys.edu/controller/documents/FPS-Expenditure_Control.pdf) found on the web at https://www.cusys.edu/controller/documents/FPS-Expenditure_Control.pdf. Fundamentally, you need to *increase* the amount of available resources and/or *decrease* the expenses.

Increase Available Resources: For SpeedTypes whose Available Resource Basis is Net Assets, recording additional revenue would add to Net Assets. (If you use Budget as the Available Resource Basis, a resource increase would be done by a Budget JE.)

Decrease Expenses: Decrease expenses by moving a transaction off the SpeedType in deficit to an alternative appropriate SpeedType. You could move the actual transaction that caused the SpeedType to go into deficit or move a previously recorded transaction. This process is done online in the Finance System using an Actual JE.

If the resource issue is so extensive that the above actions cannot resolve it, you can contact your campus controller to request a financing plan (if Net Assets are the Available Resource Basis) or talk to your budget office about a budget adjustment (if Budget is used as the Available Resource Basis). The plan can be temporary (if resources are anticipated in the near future – such as before the end of the current fiscal year) or permanent.

See the [Expenditure Control Initiative](https://www.cusys.edu/controller/Expenditure_Control.html) page on the web at (https://www.cusys.edu/controller/Expenditure_Control.html) for ongoing updates..

CONNECTIONS NEWSLETTER

Published by: University of Colorado Financial Compliance Services
Office of University Controller
1380 Lawrence Street, 8th Floor
Campus Box 124 P.O. Box 173364
Denver, Colorado 80217-3364
Catherine.Marquis@cusys.edu