



May 25, 2012

## FYE Infosheet offers Instructions, Information

Fiscal Year (FY) 2012 ends at midnight on June 30. All FY2012 business must be correctly recorded in the PeopleSoft Finance System by the time of June month-end closing (around mid-July). However, not all FY2012 expenses will have been invoiced and paid by then. As a result, there are several processes that accrue these expenses to the proper month and fiscal year (June, 2012).

The Procurement Service Center establishes deadlines for departments to submit paper forms and complete activities in procurement subsystems (Concur Travel & Expense, CU Marketplace) that feed to the Finance System. The Office of University Controller (OUC) is responsible for the creation of accrual journals and their reversals, as well as for how all this information appears on department financial statements.

The 2012 FYE Infosheet outlines these deadlines and processing instructions and describes the several journals you'll be seeing on your reports. Just published on both [OUC](#) and [PSC](#) websites, the 2012 document is particularly important as there are a few changes in processing this year, among them:

- Invoices entered by the PSC by July 5 will be assumed to be June (FY2012) business. You do not need to mark the documents as "June." (This includes Payment Authorization, Study Subject Payment, and Non-Employee Reimbursement forms, and PO invoices from vendors.)
- Similarly, Payment Vouchers entered and approved in the CU Marketplace by July 5 will also be considered FY2012 business – and accrued.
- Given the above points, please do not submit any forms or invoices for FY2013 business until after July 5.
- Unassigned Travel Card transactions will be accrued this year, just like unassigned Procurement Card transactions. This is because the new Travel Card is a corporate liability card, whereas the old card was personal liability.
- Unassigned Cash Advance Card transactions will be accrued this year. This is because cash advance amounts are now transactions on a corporate liability card.
- We have some new accrual journals, and we've renamed several to better reflect their origin.

You'll find it all in the FYE Infosheet. We encourage you to read through it (it's only a few pages) ... and contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) with any questions.

## June 4 CPE: Sign up Now

Our next day of continuing professional education (CPE) for CPAs and other employees is scheduled for Mon, June 4.

This is your chance to earn up to 7 credits of no-cost, highly relevant CPE. With the average cost per credit hour in the Denver area conservatively estimated at \$45, our June session is worth \$315 to each CPA participant. Just as important: class participants throughout the year have routinely rated our CPE offerings as highly relevant and our instructors as highly effective.

All sessions are presented in the CU System Building at 1800 Grant Street in downtown Denver:

### **Schedule for June 4:**

#### **8:00 - 10:25 am: GASB Review**

2.5 credit hours in Accounting (Governmental)

This course provides an overview of recent GASB pronouncements that are in effect but that may not have been covered by previous courses.

#### **10:35 am – 12:00 noon: GASB Update**

2.5 credit hours in Accounting (Governmental)

This provides an overview of recent GASB pronouncements that will take effect in the near future. (course continues after lunch)

#### **12:00 noon – 1:00 pm: Lunch, on your own**

#### **1:00 - 1:50 pm: GASB Update**

(course continues)

#### **2:00 – 3:50 pm: Topics in Effective Writing**

2 credit hours in Personal Development

This course provides an overview on effective ways to put words together. Exercises and examples focus on select topics in grammar, orthography, and style.

### **Registration is available now.**

Course details and registration are on the CPE website at [www.cu.edu/controller/cpe](http://www.cu.edu/controller/cpe). While you're there, don't forget to [sign up for the CU CPE News Posts](#). You can receive news posts directly in your Outlook inbox.

**Questions?** Contact our CPE Program Manager, Lisa Vallad, at [cu.cpe@cu.edu](mailto:cu.cpe@cu.edu) or 303.837.2156.

## OUC Staff News

Finance Trainer & CPE Program Manager, Lisa Vallad, delivered a presentation on The Ethics of Whistle-Blowing earlier this month. The audience was part of the CFMA (Colorado Fiscal Managers' Association) 2012 Spring Conference, in Colorado Springs.