

## **OUC News Archive** <sup>[1]</sup>

### **August 26, 2025**

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#### **CPE: Career Development Course on September 3** <sup>[2]</sup>

We are pleased to offer a new CPE course on Career Development.

### **June 26, 2025**

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#### **OUC Form News: ChartField Request – SpeedType, Program, Subclass** <sup>[3]</sup>

We're excited to announce an update as part of our ongoing Office of University Controller Forms Initiative.

### **June 12, 2025**

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#### **CU I&E: Congratulations to the 2025 Program Winners** <sup>[4]</sup>

We're delighted to announce the winners of the 2025 CU Innovation & Efficiency (CU I&E) Awards Program!

### **May 27, 2025**

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#### **CPE: Oh, the Things You'll Learn!** <sup>[5]</sup>

Our Continuing Professional Education (CPE) Program is off and away!

#### **CU I&E: Waiting for the Votes** <sup>[6]</sup>

Last week, the CU Innovation & Efficiency (CU I&E) selection committee watched short videos of the finalists' projects and dove into the details with representatives from the project teams.

#### **Fiscal Year-End: Don't Miss Your Campus Town Hall** <sup>[7]</sup>

Getting ready for Fiscal Year-End? Look to our website!

## May 20, 2025

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### **FY 2025 Year-End Information and Town Halls** <sup>[8]</sup>

Looking for Fiscal Year (FY) 2025 Year-End information?

### **CPE: Course Registration Available Now** <sup>[9]</sup>

We've recently updated the OUC website with several Continuing Professional Education (CPE) classes.

## May 2, 2025

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### **Official Functions: New Officer Approval Threshold** <sup>[10]</sup>

Effective May 1, 2025, the per-person cost threshold for requiring officer approval has increased.

### **m-Fin Reports: Recent Updates** <sup>[11]</sup>

Recent updates to payroll reports and the Account Number report .. and a reminder of when and how to clear browser cache.

## April 25, 2025

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### **CU I&E: Announcing This Year's Program Finalists!** <sup>[12]</sup>

Congratulations to this year's CU Innovation & Efficiency (CU I&E) finalists! Out of a pool of accepted submissions from across CU, nine projects will move forward for award consideration.

### **Official Functions: Upcoming Officer Approval Threshold Change** <sup>[13]</sup>

If your organizational unit hosts official functions, please be aware of an important update regarding officer approval requirements for food and beverage expenses.

## April 10, 2025

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### **CU I&E: Final Submissions of the 2025 Program Year** <sup>[14]</sup>

We're excited to run through the last batch of submissions to this year's CU Innovation & Efficiency Awards Program. Check out the following for some great approaches to training, finance, and HR activities.

### **Tax Talk: Gift Card Winners!** <sup>[15]</sup>

What a great response to our call for feedback on the Tax-Exempt Information website!

## **April 9, 2025**

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### **CU I&E: New Submissions Address Sponsored Project and Technology Needs** <sup>[16]</sup>

Your colleagues across CU have been busy developing solutions to streamline sponsored project-related tasks and improve customer service in various technology areas. Catch a quick summary of their work below -- and click on the links to dive deeper into the details.

### **Tax Talk: Tariffs** <sup>[17]</sup>

Recently, many organizational units have been writing to the Financial Services & Solutions (FSS Help) team with questions about tariffs: What are tariffs? Is CU exempt from them?

## **March 31, 2025**

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### **CU I&E: Last Day to Submit Your Innovations!** <sup>[18]</sup>

This year's Awards Program will be accepting submissions through end of day, Monday, March 31, 2025.

### **CU I&E: Six Innovations You Should Read About!** <sup>[19]</sup>

A flurry of activity last week: We've just posted six new submissions to the CU Innovation & Efficiency (CUI&E) Awards Program website.

### **Tax Talk: Does Each Campus Have its Own W-9?** <sup>[20]</sup>

Does your organizational unit sell goods or services to an external entity? Has the vendor asked you to provide a Form W-9 for your specific campus?

## **March 27, 2025**

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### **CU I&E: Turning Failure into Opportunity - KVCU Radio Automation** <sup>[21]</sup>

At the Boulder Campus, in 2024, student radio station KVCU 1190 suffered a failure of their

decade-old automation system.

## **Tax Talk: Do Tax-Exemption Certificates Expire?** <sup>[22]</sup>

An important documentation of CU's tax-exempt status is the State of Colorado Sales Tax Exemption Certificate. The OUC makes this document available on our Tax-Exempt Information webpage.

## **March 24, 2025**

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## **CU I&E: Clinical Research Study Startup Dashboard** <sup>[23]</sup>

At Anschutz Medical Campus, the Clinical Translational Research Center (CTRC) launches hundreds of study startups every year, tracking protocol readiness and coordinating document versioning and communication across multiple teams.

## **Tax Talk: Sugar-Sweetened Beverage Tax** <sup>[24]</sup>

We've recently received new questions about the Sugar Sweetened Beverage Product Distribution Tax in Boulder. Should CU be exempt from it?

## **March 18, 2025**

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## **AVP/University Controller News** <sup>[25]</sup>

Congratulations are in order! We're pleased to recognize retiring Associate Vice President & University Controller Bob Kuehler, and his replacement, new AVP & University Controller Kristine McNamara!

## **CU I&E: New Submission Highlights Reporting Efficiencies** <sup>[26]</sup>

At the Anschutz Medical Campus, Anthony Pfaff and Jake Pratt are leveraging a new business intelligence team to create value and efficiency in the Department of Psychiatry.

## **CU I&E: New Project Expands Access to Dashboards** <sup>[27]</sup>

In the Department of Psychiatry at Anschutz Medical Campus, as elsewhere, there are many employees who would like to have access to dashboards for a variety of visual reporting needs ... but not many technical staff to assist in developing these custom tools.

## **March 12, 2025**

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## **CU I&E: We're Reviewing New Submissions** <sup>[28]</sup>

There are some interesting projects being submitted to the CU Innovation & Efficiency (CU

I&E) Awards Program!

## **Tax Talk: Colorado Retail Delivery Fee, Sales Tax Exemption, and the Ongoing Coffee Gift Card Giveaway!** <sup>[29]</sup>

The Financial Services & Solutions (FSS) Help team often receives questions about the Colorado Retail Delivery Fee. What is it? Should CU be exempt from it?

## **March 6, 2025**

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## **Tax Talk: Home Rule Municipalities, Sales Tax Exemption, and a Coffee Gift Card Giveaway!** <sup>[30]</sup>

As you can tell by the title, we're covering several things in this article today!

## **CU I&E: New Submissions Streamline Email Inboxes, Facilitate Lifecycle Award Management** <sup>[31]</sup>

We've completed initial vetting and posted two recent submissions to the CU Innovation & Efficiency (CU I&E) Awards Program website this week.

## **February 26, 2025**

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## **CU I&E Awards Program: Five Weeks to Go!** <sup>[32]</sup>

We're just three weeks into the 2025 CU Innovation & Efficiency Awards Program -- with five weeks to go. We'll be posting our first submissions this week!

## **OUC Form Updates: CAMSA and Other Form News** <sup>[33]</sup>

We're excited to announce some updates as part of our Office of University Controller Forms Initiative.

## **Tax Talk: Sales Tax Exemption Documentation** <sup>[34]</sup>

If a vendor asks you to provide documentation of the University's tax-exempt status, you can find relevant certificates on the OUC's Tax-Exempt Information website.

## **February 19, 2025**

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## **CU I&E Award Submissions Beginning to Arrive!** <sup>[35]</sup>

We just opened up the 2025 CU Innovation & Efficiency (CU I&E) Awards Program on February 1 ...

We're already seeing submissions from enterprising CU employees!

## February 7, 2025

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### **CU Innovation & Efficiency Awards: 2025 Program Now Open!** <sup>[36]</sup>

The Office of University Controller (OUC) is delighted to announce that the 2025 CU Innovation & Efficiency Awards Program is now open and accepting submissions!

## December 18, 2024

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### **Finance System Update to Create/Update Journal Entries Tile** <sup>[37]</sup>

Effective Thursday, December 19, 2024, FIN users will see some changes to the Create/Update Journal Entries tile/functionality.

### **FIN Processing Schedule during Winter Break/Holiday Closure** <sup>[38]</sup>

As we approach the winter break/holiday closures of December-January, please note the calendars on the OUC website.

### **December-January Winter Break/Closure** <sup>[39]</sup>

The OUC (including FSS Help), along with other CU System Administration offices, will be closed from Monday, December 23, 2024, through Wednesday, January 1, 2025. We will reopen for normal business hours on Thursday, January 2.

## September 20, 2024

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### **Get Ready for the 2025 CU Innovation & Efficiency Program!** <sup>[40]</sup>

The OUC is getting ready for our 2025 employee recognition program. This year, this includes reaching out directly to campus departments to promote awareness of the CU Innovation & Efficiency (CU I&E) Awards Program.

## September 5, 2024

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### **Month-End Scheduled Reports: Time to Renew Your CU-Data Credentials**

<sup>[41]</sup>

Many of you have scheduled certain m-Fin reports to run automatically at month-end close. The upgraded (as of August) CU-Data environment requires you to renew your credentials to ensure your scheduled reports run without interruption.

## August 30, 2024

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### **CU-Data Upgrade ... and the Value of Clearing Cache** <sup>[42]</sup>

As you know, the CU-Data reporting system upgraded to Cognos 12.0.3 during the evening of August 15, 2024. The upgrade introduced improvements to the user interface and navigation in the CU-Data home environment.

### **Skillsoft Upgrade** <sup>[43]</sup>

The Skillsoft learning management system will be upgraded to Percipio next week.

## August 15, 2024

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### **CU-Data Upgrade Rescheduled: Thursday Evening, August 15** <sup>[44]</sup>

The planned upgrade for the CU-Data reporting system – originally set for Wednesday evening, August 14 – has been rescheduled to Thursday evening, August 15.

## August 5, 2024

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### **CU-Data Upgrade – Now Scheduled for August 15** <sup>[45]</sup>

We're happy to announce that we've restarted the upgrade of the CU-Data reporting system: our new go-live date is Thursday, August 15, 2024.

## June 27, 2024

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### **CU Innovation & Efficiency Awards: We Congratulate This Year's Winners!** <sup>[46]</sup>

Congratulations to the individuals and teams, across all CU campuses, whose submissions were vetted and accepted by the 2024 CU Innovation & Efficiency Awards Program! We're pleased to announce the winners of this year's awards.

### **Stay on Track with Fiscal Year-End Tasks and Deadlines** <sup>[47]</sup>

The end of the current fiscal year is rapidly approaching. Stay on track with the help of the FY 2024 Year-End Calendar.

## June 12, 2024

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### **Period 12 System Close moves from July 5 to July 8, 2024** <sup>[48]</sup>

Friday, July 5, 2024, has recently been designated an additional CU holiday. As a result, Period 12 System Close is moving from July 5 to July 8, and the OUC has updated certain year-end calendar tasks in OnBase.

### **Fiscal Year-End Website Updates** <sup>[49]</sup>

June 30 is just around the corner! Check out our Fiscal Year-End webpage for some recent enhancements.

### **CU Innovation & Efficiency Awards: Prizes to be Announced June 27** <sup>[50]</sup>

Voting has been completed and prizes determined. We'll be issuing the formal announcements of the 2024 CU Innovation & Efficiency Award Program winners on June 27, 2024.

## May 31, 2024

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### **New OUC Forms Website Creates Improved User Experience** <sup>[51]</sup>

We're excited to introduce our re-engineered webpages and to highlight some of the enhancements we've implemented. These enhancements are based on OUC experience ... and on your direct feedback.

### **Account Quick Reference Card Updated** <sup>[52]</sup>

We're happy to announce the recent update of the Account Quick Reference Card.

## May 3, 2024

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### **Congrats to CU Innovation & Efficiency Award Finalists** <sup>[53]</sup>

We're pleased to announce the finalists for the 2024 CU Innovation & Efficiency (CU I&E) Award Program! Ten outstanding submissions will be moving forward for award consideration.

### **New OUC Forms Website Coming Next Week!** <sup>[54]</sup>

We're excited to be nearing the launch date for the enhanced OUC Forms section of our



website.

## April 29, 2024

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### **CU I&E: Addressing Challenges to Make CU Work Better** <sup>[55]</sup>

As discussed earlier this month, we continue to spotlight the excellent submissions to this year's CU Innovation & Efficiency (CU I&E) Awards Program.

### **CU I&E: Supporting Students and Employees, and Enhancing Security** <sup>[56]</sup>

Employees have submitted some exciting projects to this year's CU Innovation & Efficiency (CU I&E) Awards Program!

## April 24, 2024

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### **FY 2024 Year-End Information** <sup>[57]</sup>

Fiscal Year (FY) 2024 Year-End dates, processing deadlines, and other information is available on the Office of University Controller Accounting & Finance website.

### **Reminder: New OUC Forms Website and Forms Project Coming Soon** <sup>[58]</sup>

As discussed earlier this month, the OUC is excited to be nearing the launch date for our enhanced OUC Forms website.

### **CU I&E: Automating Processes to Save Staff Time/Resources** <sup>[59]</sup>

As promised earlier this month, we'll be highlighting each of the submissions to this year's CU Innovation & Efficiency (CU I&E) Awards Program in a series of OUC Newsletter articles.

## April 5, 2024

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### **CU Innovation & Efficiency Awards: Many Exciting Submissions** <sup>[60]</sup>

The 2024 program year for the CU Innovation & Efficiency (CU I&E) Awards has wrapped up its submission phase.

### **Coming Soon: New OUC Forms Website and Forms Project** <sup>[61]</sup>

Coming soon: We're happy to announce that we'll be launching an enhanced OUC Forms website later this month.

## March 29, 2024

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## **Three Days Left! CU I&E Award Submissions due Sunday, March 31** <sup>[62]</sup>

You have until end of day on Sunday, March 31, to submit your innovative projects to the CU I&E Awards Program.

## **CU I&E: New Submissions Promote Shared Services, Employee Evaluations, and Accessibility Resources** <sup>[63]</sup>

We have three recent submissions to the CU Innovation & Efficiency (CU I&E) Awards Program this week.

## **March 20, 2024**

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## **CU Innovation & Efficiency Awards: Deadline March 31** <sup>[64]</sup>

Don't miss the chance to share how you've made CU work better!

## **CU-Data Upgrade: Work Continues** <sup>[65]</sup>

Work continues on the upgrade to the CU-Data reporting system. The go-live date will be announced as soon as it's determined.

## **March 7, 2024**

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## **CU-Data Upgrade: New Timeline** <sup>[66]</sup>

The CU-Data reporting system will be upgraded to Cognos 12 this spring. The go-live date will be communicated as soon as it is known.

## **CU I&E: A Solution to Scheduling Nightmares** <sup>[67]</sup>

If the words "scheduling nightmares" resonate with you, you'll want to take a look at our latest CU Innovation & Efficiency (CU I&E) Awards Program submission: Fix Bloody Mess: Developing an On-Call Provider Dashboard.

## **New ePERS Report Available** <sup>[68]</sup>

Do you certify effort on sponsored projects? You may want to check out our new m-Fin report, ePERs by Project or Award.

## **March 1, 2024**

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## **CU-Data Upgrade This Month** <sup>[69]</sup>

As discussed earlier this month, m-Fin report users will see some changes in CU-Data when the reporting system is upgraded to Cognos 12 on March 14.

## **CU I&E: New Submission Highlights the Value of Automating Forms** <sup>[70]</sup>

A new CU Innovation & Efficiency (CU I&E) Awards Program submission charts the development and automation of a form to enhance data accuracy and customer service.

## **Finance System PUM Update: Saved Searches Reminder** <sup>[71]</sup>

On February 18, we implemented the annual PeopleSoft Update Manager (PUM) update for the Finance System.

## **February 16, 2024**

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## **Finance System Annual Update Reminder - February 18** <sup>[72]</sup>

On February 18, we implement the annual PeopleSoft Update Manager (PUM) update for the Finance System.

## **Next Month brings a CU-Data Upgrade** <sup>[73]</sup>

As discussed earlier this month, m-Fin report users will see some changes in CU-Data on March 14, when the reporting system is upgraded to Cognos 12.

## **Fund Transfer Rules Website Redesigned** <sup>[74]</sup>

We've recently redesigned the Fund Transfer Rules section of the OUC website, connecting to additional ChartFields & Attributes resources and providing links to each of the campus tables.

## **CU I&E Award Submissions Highlight Better Experiences for Employees and Students** <sup>[75]</sup>

The 2024 CU Innovation & Efficiency (CU I&E) Awards Program just kicked off on February 1 ... and we already have two great submissions to share.

## **February 1, 2024**

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## **m-Fin Report Users: Get Ready for the CU-Data Upgrade** <sup>[76]</sup>

On March 14, the CU-Data reporting system will be upgraded to Cognos 12 -- introducing an enhanced User Interface (UI) with streamlined navigation and other features.

## **CU Innovation & Efficiency Awards: 2024 Program Opens on February 1** <sup>[77]</sup>

Don't be shy: share your accomplishments with colleagues across CU through the annual CU Innovation & Efficiency Awards Program!

## **January 17, 2024**

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### **Finance System Annual Update Time (February is the month!)** <sup>[78]</sup>

February brings the annual PeopleSoft Update Manager (PUM) update for the Finance System.

## **January 4, 2024**

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### **Master XLOOKUP and VLOOKUP in our January CPE Class** <sup>[79]</sup>

Our series of Mastering Excel courses provides participants with a comprehensive understanding of formulas and techniques to efficiently manage data and visualize it in charts and dashboards.

## **CU Innovation & Efficiency Awards: 2024 Program Opens on February 1** <sup>[80]</sup>

Don't be shy: share your accomplishments with colleagues across CU through the annual CU Innovation & Efficiency Awards Program!

## **December 21, 2023**

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### **Holiday Calendar Adjustments: December Close, Foundation Automated Transfer Schedule** <sup>[81]</sup>

As we approach the holiday closures of December/January, we've had some questions on process scheduling.

### **FY2023 Annual Financial Report on OUC Website** <sup>[82]</sup>

The OUC is pleased to announce that the University of Colorado FY2023 Annual Financial Report, and the University of Colorado FY2023 Financial and Compliance Report, are available on the OUC website.

### **December/January Holiday Closure** <sup>[83]</sup>

The OUC, along with other CU System Administration offices, will be closed from Monday, December 25, 2023, through Monday, January 1, 2024.

## November 30, 2023

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### **Financial Services & Solutions (FSS): Here to Help** <sup>[84]</sup>

Looking for advice regarding a financial or procurement system ... form ... or process?

We still field questions from departments about where they should go with specific technical and policy/procedural issues -- so the OUC's Help webpage includes contact information for other offices and not just our own.

### **Reminder: Don't Risk Being Taxed on Business Expenses** <sup>[85]</sup>

Don't risk being taxed on your business expenses!

The Finance Procedural Statement Business Expense Substantiation & Tax Implications explains the requirements for timely substantiation and submission of employee-incurred business expenses (Airfare Card, Travel Card, Procurement Card, out-of-pocket reimbursement requests, cash advances) in order to avoid having the expenses reported as part of the employee's own taxable income.

## October 27, 2023

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### **Kristina Mendez Wins UCSC Staff Excellence Award** <sup>[86]</sup>

Congratulations to OUC Learning Design Manager Kristina Mendez! Kristina is one of 10 staff members from across CU (two from each campus and two from System Administration) to be recognized by the University of Colorado Staff Council (UCSC) at their 2023 Staff Excellence Awards ceremony this month.

### **New Frequency Requirement for Information Security Awareness Training** <sup>[87]</sup>

October is Cybersecurity Awareness Month so it's an appropriate time for CU to implement a new frequency requirement for its online (Skillssoft) Information Security Awareness training.

### **Official Functions: Your Feedback!** <sup>[88]</sup>

If you're planning events with meals or snacks, you'll want to review the Finance Procedural Statement (formerly PSC Procedural Statement) Official Functions.

## October 2, 2023

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### **Plan Ahead for System Outage: CU Data Center Move begins Friday, October 6 at Noon** <sup>[89]</sup>

With the beginning of the CU Data Center Move at noon on Friday, October 6, the Finance System (FIN), m-Fin reports in CU-Data, and other systemwide production applications will go offline. They will remain offline until 8:00 a.m. on Monday, October 9.

## August 24, 2023

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### **Fundraising Events and Cvent: Using New Designation Numbers** <sup>[90]</sup>

Does your organizational unit administer fundraising events? Do you use Cvent software for event registration and revenue collection purposes?

## August 4, 2023

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### **Finance Inquiry and Journal Entry Courses - Updated in Skillsoft** <sup>[91]</sup>

We recently updated two online courses in Skillsoft: PeopleSoft Finance System Inquiry and PeopleSoft Finance System Journal Entries.

### **Looking up your Grant Accountant** <sup>[92]</sup>

Our Financial Services & Solutions (FSS) Help team is often asked how to identify the grant accountant assigned to a sponsored project SpeedType. You can find this information in the Finance System, and on the header of certain m-Fin reports in CU-Data.

## June 22, 2023

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### **Additional Holiday on July 3 Impacts Some FYE Tasks** <sup>[93]</sup>

With the designation of an additional CU holiday on Monday, July 3, 2023, some fiscal year-end (FYE) tasks are being rescheduled.

### **CU Innovation & Efficiency Awards: Congratulations to the Winners!** <sup>[94]</sup>

We congratulate all the individuals and teams who successfully submitted innovative projects to this year's CU Innovation & Efficiency Awards Program!

## May 31, 2023

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### **Coming Soon: Gift Card Authorization Request Form** <sup>[95]</sup>

The Office of University Controller has been working with campus gift card experts and University Information Services (UIS) to migrate the Gift Card Authorization Request (GC) form from Excel to OnBase.

## April 28, 2023

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### **FYE 2023 Information on OUC Website** <sup>[96]</sup>

Looking for Fiscal Year-End dates and processing deadlines?

We've updated the Office of University Controller Accounting & Finance website with the following information.

### **CU Foundation Gift Data Freeze Period: May 12-May 30** <sup>[97]</sup>

As discussed in our [April 17 OUC newsletter](#) <sup>[98]</sup>, the CU Foundation (Foundation) and CU Advancement are implementing a new fundraising system in May, resulting in a change to the automated wire transfer schedule for linked gift fund SpeedTypes. There will be a two-week freeze (May 12-30, 2023) on Advancement and Foundation data input/output in Advance and Advancement Intelligence (AI).

### **CU Innovation & Efficiency Awards: Celebrating our Semifinalists** <sup>[99]</sup>

The next round of voting has completed, and the semifinalists for this year's CU Innovation & Efficient Awards Program are announced!

## April 17, 2023

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### **CU Foundation Automated Transfer Schedule - Update** <sup>[100]</sup>

The CU Foundation Automated Transfer Schedule has recently been revised due to the Foundation undergoing a system update in May.

### **CPE Reminder: Upcoming Classes in Work-Life Balance, Excel, and JE Spreadsheets** <sup>[101]</sup>

Nurture your personal and professional performance ... polish your skills in Excel ... or learn how to upload large journal entries through spreadsheets.

### **CU Innovation & Efficiency Awards: This Year's Submissions Have a Lot to Share** <sup>[102]</sup>

The 2023 program year for the CU Innovation & Efficiency (CU I&E) Awards has concluded -- and we have an impressive group of submissions to share with you.

## March 31, 2023

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### **Don't Risk Being Taxed on Business Expenses** <sup>[103]</sup>

In response to many requests, we've created a short explainer video, now available on the Business Expense Substantiation & Tax Implications website.

### **Final Days to Submit to CU Innovation & Efficiency Awards** <sup>[104]</sup>

Have you made CU work better? You have just three more days to tell us about it.

### **Professional Development Opportunities Next Week, Next Month** <sup>[105]</sup>

There's a lot you can learn starting next week, including fiscal roles, m-Fin report scheduling, Excel tips and formulas, work/life balance, and journal entry spreadsheets.

## March 29, 2023

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### **CU Innovation & Efficiency Awards: Last Week to Submit** <sup>[106]</sup>

This is your last week to submit your innovative practices for recognition, sharing, and a possible cash prize in the 2023 CU Innovation & Efficiency (CU I&E) Awards Program.

### **CPE Webinars Open for Registration** <sup>[107]</sup>

Want to learn more about Excel ... running m-Fin reports ... how fiscal roles impact financial management ... or how to improve your performance at work?

## March 17, 2023

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### **CU I&E Awards: There's Still Time to Share Your Innovation** <sup>[108]</sup>

Yes, there's still time. Perhaps even more time than you thought.

### **Coffee Card Contest: Business Expense Substantiation & Tax Implications** <sup>[109]</sup>

Thanks to all of you who reviewed the new Finance Procedural Statement Business Expense Substantiation & Tax Implications ... used the Feedback form to send us your thoughtful questions and comments ... and took the quiz to reinforce what you'd learned. You've shown such diligence in ensuring that you and your departments are ready for the revised procedures, and it's one of the reasons that it's such a pleasure to work with all of you. We appreciate you!



## **Continuing Professional Development: Ready to Learn Something New?** <sup>[110]</sup>

Here's an opportunity (actually - many opportunities) to learn something new. The Office of University Controller is scheduling a series of Continuing Professional Education (CPE) courses over the next several months.

### **March 10, 2023**

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#### **Tell us What You've Done - Soon! CU I&E Awards Final Month** <sup>[111]</sup>

You still have time. Join your colleagues in telling us what you've done to make CU work better.

We continue to receive submissions to this year's CU Innovation & Efficiency (CU I&E) Awards Program <sup>[112]</sup> - and our team is currently reviewing some great entries prior to posting them.

#### **Process Pain Points - anyone? anyone?** <sup>[113]</sup>

We're ready for spring cleaning and maybe you are, too. So give us a few housecleaning tips as we look to prioritize policy, process, and form review this calendar year. We have our very handy OUC News Forum <sup>[114]</sup> webform, it makes communicating your comments easy.

### **February 23, 2023**

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#### **Journal Entry Attachments: New Options** <sup>[115]</sup>

This February, with the annual Finance System update, you have new ways to add attachments to journal entries (JEs).

#### **Recognition Feels Good: Check out the CU Innovation & Efficiency Awards Program** <sup>[116]</sup>

Valentine's Day may be a week ago, but we still **love** hearing about how you've improved your department business processes and saved CU time, money, and hassles.

### **February 8, 2023**

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#### **CU Innovation & Efficiency Awards: 2023 Program Open for Submissions** <sup>[117]</sup>

The Office of University Controller has just opened up the 2023 CU I&E Program for submissions. Now is your chance to tell us how you've re-engineered operations, enhanced communication, built employee engagement, improved customer service, or otherwise made CU work better. You can inspire other employees to take a new look at their own procedures.

You may even win a cash prize.

## **Business Expense Substantiation: Top Questions on Exceptions** <sup>[118]</sup>

With the revised Business Expense Substantiation & Tax Implications procedures taking effect last month, the top questions to the OUC's Financial Services & Solutions (FSS Help) team are: how has the business expense substantiation process changed, and how can an employee request an exception to a notice of taxable expenses.

## **December 22, 2022**

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## **FY2022 Annual Financial Report** <sup>[119]</sup>

The Office of University Controller (OUC) is pleased to announce that the University of Colorado FY2022 Annual Financial Report, and the University of Colorado FY2022 Financial and Compliance Report, are available on the [OUC website](#) <sup>[120]</sup>.

## **December 21, 2022**

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## **Get Ready for Jan 1: Top Questions on Business Expense Substantiation** <sup>[121]</sup>

As employees get ready for the expanded impact of the new Business Expense Substantiation & Tax Implications procedures, the top questions we've received over the past several weeks are related to Procurement Card reassigned transactions ... pre-trip expenses on Procurement Cards and Travel Cards ... what needs to happen within 90 days to avoid taxation to the employee ... and what the January 1 effective date means in terms of processing.

## **December 14, 2022**

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## **Business Expense Substantiation: Don't Risk Income Tax on your Procurement Card Transactions** <sup>[122]</sup>

With the revised Finance Procedural Statement **Business Expense Substantiation & Tax Implications**, effective January 1, 2023, requirements for timely substantiation/submission of business expenses apply to commercial credit card transactions – including **Procurement Card** – in addition to employee reimbursements.

## **Get Ready: Don't Risk Income Tax on your Travel Expenses** <sup>[123]</sup>

*Get ready for the revised Business Expense Substantiation & Tax Implications procedures.* Effective January 1, 2023, requirements for timely substantiation/submission of business expenses apply to **Travel Card and Airfare Card** transactions, as well as to employee out-of-pocket reimbursements.

## December 9, 2022

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### **Capital Assets Procedures - Revised** <sup>[124]</sup>

Effective December 1, 2022, we've updated the Capital Assets chapter of the Accounting Handbook.

### **Get Ready: Business Expense Substantiation & Tax Implications** <sup>[125]</sup>

If you submit travel or other reimbursement expense reports in Concur, you may already be familiar with current requirements for substantiating/submitting business-related expenses that you've covered personally. With the revised procedures, requirements for timely substantiation/submission of business expenses apply to commercial credit card transactions (Procurement Card, Travel Card, Airfare Card) and to cash advances, in addition to employee reimbursements. Failure to comply with these requirements within 90 days of end of trip or (for non-travel expenses) within 90 days of date the expense was incurred, will result in the full amount being reported as taxable income to the employee.

## December 1, 2022

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### **Official Functions: Increased Per-Person Costs Requiring Officer Approval** <sup>[126]</sup>

Does your department purchase food/beverage for official functions – for example, staff appreciation, recognition, recruitment, donor cultivation, or similar events?

### **Business Expense Substantiation & Tax Implications** <sup>[127]</sup>

The University of Colorado has developed policies related to the processing of commercial credit card transactions (Procurement Card, Travel Card, Airfare Card), cash advances, and employee reimbursements that meet the IRS definition of an accountable plan.

## November 1, 2022

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### **Quarter 1 PIE - Calculations Corrected** <sup>[128]</sup>

We're pleased to announce that the problem previously reported with the Quarter 1 Pooled Investment Earnings (PIE) journals has been solved.

## October 11, 2022

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### **Quarter 1 PIE - Incorrect Calculations** <sup>[129]</sup>

We are seeing some issues with the Pooled Investment Earnings (PIE) calculations for first quarter of Fiscal Year (FY) 2023.

## May 27, 2022

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### **Congratulations, CU Innovation & Efficiency Award Winners!** <sup>[130]</sup>

Every year, it's a challenging job to select who will win prizes from the many CU Innovation & Efficiency Awards Program submissions.

## May 20, 2022

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### **CPE: Enhance Your Virtual Presentation Skills in June** <sup>[131]</sup>

In response to a number of inquiries: yes, we do have space available to register in our next Presenter Certification class!

### **CU Innovation & Efficiency Awards: Here are the Semifinalists** <sup>[132]</sup>

We've narrowed the pool to eight semifinalist teams who completed video interviews and responded to in-person questions as part of the final selection process to determine awards

### **Annual Financial Reports on the OUC Website** <sup>[133]</sup>

Did you know that you can access previous years' reports online?

### **CU-Data Compensation Summary Report - Update** <sup>[134]</sup>

For those of you who run compensation reports in CU-Data, note that the m-Fin Compensation Summary was recently revised to include monthly percent columns.

## April 29, 2022

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### **CU-Data Scheduled Reports: Reminder** <sup>[135]</sup>

If you changed your network password in the last month or so, you may need to log into CU-Data and renew your credentials for your schedules to work.

## **CPE: May 2022 Professional Development Opportunities** <sup>[136]</sup>

Our upcoming Continuing Professional Education (CPE) webinars offer pathways to help you enhance your professional presentation skills.

## **CU Innovation & Efficiency Awards: Great Work on All Campuses** <sup>[137]</sup>

The 2022 CU I&E Program year submission period has closed and we've heard about a number of creative projects on all campuses <sup>[138]</sup>.

## **Meet the OUC: Learn More about What We Do for You** <sup>[139]</sup>

You can learn more about what we do, and how you intersect with the OUC's teams as you fulfill your fiscal responsibilities, through our new short intro video, Meet the OUC <sup>[140]</sup>.

## **March 30, 2022**

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## **CU Innovation & Efficiency Awards: Deadline This Week** <sup>[141]</sup>

Time's running out for you to submit to the 2022 CU Innovation & Efficiency Awards Program!

## **CPE: Professional Development Opportunities Available** <sup>[142]</sup>

The Office of University Controller is pleased to present several ways for you to hone your skills this spring.

## **March 17, 2022**

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## **Meet the OUC: Learn More about What We Do for You** <sup>[143]</sup>

Learn more about what we do, and how you intersect with the OUC's teams as you fulfill your fiscal responsibilities.

## **CU Innovation & Efficiency Awards: Two More Weeks to Share Your Story** <sup>[144]</sup>

The CU I&E deadline is approaching ... but you still have time to tell us your story.

## **Scheduled Reports Need Current Passwords** <sup>[145]</sup>

If you've scheduled m-Fin reports to run automatically at month-end, please note that changes to your network password can interrupt that process.

## **Report Update: m-Fin Project One-Liner and Project Principal ID** <sup>[146]</sup>

We recently enhanced the m-Fin Project One-Liner report to include a Project Principal ID column.

## March 3, 2022

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### **Journal Notifications** <sup>[147]</sup>

The annual Finance System update (effective February 12, 2022) introduced a new look for the FIN homepages.

### **CU Innovation & Efficiency Awards: Deadline March 31** <sup>[148]</sup>

This year's submission period closes March 31, so there's still time to participate.

### **Getting Help from FSS** <sup>[149]</sup>

We want to highlight some areas where multiple questions suggest we should clarify where to go for guidance.

### **Improving the Tax-Exempt Website** <sup>[150]</sup>

We would like your feedback on the Tax-Exempt Status website.

## February 16, 2022

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### **Finance & Procurement Services Reorganization-Where to Get Help** <sup>[151]</sup>

Where to go for help on finance and procurement issues, after the FinPro Help Desk transition.

### **Payroll Encumbrances-January Financial Reports** <sup>[152]</sup>

If you're responsible for reviewing payroll encumbrances on Fund 34/35 SpeedTypes, please note that these may have been overstated on last month's financial reports.

### **Finance System Annual Update: A New Look for Homepages** <sup>[153]</sup>

Over the weekend of February 12, 2022, the annual Finance System update brings a new look for the FIN homepages.

### **CU Innovation & Efficiency Awards: 2022 Program Open for Submissions** <sup>[154]</sup>

The CU I&E Awards Program recognizes employees for improving business practices. We hope you'll share your good work by submitting it to the 2022 program (deadline March 31).

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**Source URL:** <https://www.cu.edu/controller/office-university-controller-news/ouc-news-archive>

#### **Links**

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