Facilities Use by External Entities

- Supports University Mission
- Rental Fee notwithstanding University co-sponsorship
- Priority to internal users
- Unfair competition
- Rental Agreement
- Alcohol only if approved by dean
- Nonprofit; no admission fee
- One-time use versus ongoing use
- No compromise of University’s public role
- ESS or Melissa Kelley 303-315-2263
Fiscal Year Closing Highlights

- July 3: Receiving report PO items on-hand at June 30
  - Do not enter July receiving yet.
- July 3 noon: Submit NR, PA, SSP forms and SPO invoices
- July 3: Submit and approve PV
- July 3: Submit IN journals
- July 8: Final PET deadline
- July 9: Allocate Concur charges
- July 9: Accrue AR, prepaid, payables (incl. SPO) by JE.
- July 9: Final journal deadline
- July 18: Material errors (>$100,000)
- July 22: Roll-forward balances and reversals
- Ryan Yu 303-315-2256
Cognos Reports

- Key Reports
  - Operating Summary
  - Financial Detail
  - Trial Balance Total
- Summary versus Total Reports
- Read, Read, Read!
- Rotate Review: 1/3 monthly
- Reconcile detail
- Principal Speed-type Summary
- Fall intermediate Cognos training
- Linda Newsome 303-315-2265
Company Card Personal Charges

- Balance sheet account 013109 (accounts receivable)
- Travel charges marked personal
- Deposits
- Journalize mismatches between charge and deposit
- Kimmer Swanson 303-315-2272
Equipment

- Transfers to another institution
- Transfers from another institution
- Home Use
- Disposal of computers
- Disposal of scientific equipment
- Trade-in
- Internal Transfer
- Inventory: positive and negative identification
- No personal purchase of University computers.
- Tom Johnston 303-315-2249