

# Office of the State Controller

## Alert # 176



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TO:           Controllers and Chief Fiscal Officers of State Departments  
              And Higher Education Institutions and Boards

FROM:       David J. McDermott  
              State Controller

DATE:        April 24, 2008

SUBJECT:    Open/Close Training  
              Portal Interface Requests  
              Fiscal Procedures Manual Available  
              FAST Assignments

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### Open/Close Training

On Thursday May 1 the OSC and the Colorado Fiscal Manager's Association (CFMA) will sponsor the general Open/Close Training at the Ft. Logan Auditorium. Changes for the current year will be covered in the morning starting at 9:30. Donuts and coffee will be available starting at 9:00 (Thank you CFMA!). In addition, we will be covering implementation of HB08-1320 extensively in the afternoon after a break for lunch (on your own). House Bill 08-1320 is the implementing legislation for the Long Bill recast.

Online registration is available at: <http://www.colorado.gov/dpa/dfp/sco/traininginfo.htm>. When registering, please select no for the new employee session held on April 23. Otherwise you will get an error and will not be able to complete the registration for the general session.

Higher education will have specific open/close training available to meet its unique needs. One session is scheduled for Thursday, May 8 at the Auraria Media Center AU008 (back of the library) in Denver. The second session will be on Thursday, May 15 in Alamosa at the Carson Auditorium. Both sessions are set to begin at 1:00 and end at 4:00. Please contact Vicki Nichol at [Vicki.Nichol@cu.edu](mailto:Vicki.Nichol@cu.edu) if you have any questions or wish to register.

### Portal Interface Requests

Agency activity interfacing with COFRS through the Statewide Internet Portal requires OSC approval under Fiscal Rule 1-4. An abbreviated form has been developed for this purpose. Submit completed forms to your FAST member for routing and approval. Please contact your FAST member with questions.

## Fiscal Procedures Manual Available

The FY08-09 Fiscal Procedures Manual is finished and available on the State Controller's website:

[http://www.colorado.gov/dpa/dfp/sco/FiscalProcedures/Cur/manual\\_cur.htm](http://www.colorado.gov/dpa/dfp/sco/FiscalProcedures/Cur/manual_cur.htm)

If an agency wants to have paper copies, these are available from DPA, Division of Central Services by contacting IDF Digital Printing. To order a paper copy you will need to do the following:

- Complete the IDF Digital Printing order form located at:  
<http://www.colorado.gov/dpa/dcs/ids/print.htm>
- Request the file called: Fiscal Procedures Manual FY08-09.pdf.
- E-mail the form to: [IDS.customerservice@state.co.us](mailto:IDS.customerservice@state.co.us)

Your copies of the manual will be delivered to you via inter-departmental mail.

## FAST Assignments

The updated list of FAST assignments is attached. It has been updated to reflect FAST's newest staff member, Brenda Shelinbarger. There have been no other reassignments.

**Field Accounting Services Team (FAST) Agency Assignments**  
Effective 04/24/08

LYNN GABENSKI			303-866-2626
<a href="mailto:lynn.gabenski@state.co.us">lynn.gabenski@state.co.us</a>			
PUBLIC HEALTH & ENV	Tom	FAA-FMA	
COMM. COLLEGES	Trinka	GJA-GJT	
LABOR & EMPLOYMENT	Susan	KAA	
LAW	Tammy	LAA	
LEGISLATIVE BRANCH	Tammy	MAA-MEA	
LOCAL AFFAIRS	Trinka	NAA	
SECRETARY OF STATE	Tom	VAA	

TAMMY NELSON			303-866-3891
<a href="mailto:tammy.nelson@state.co.us">tammy.nelson@state.co.us</a>			
PERSONNEL	Lynn	AAA-ARA	
GOVERNOR'S OFFICE	Susan	EAA-EGA	
UNC	Lynn	GKA	
AHEC	Susan	GMA	
METRO STATE COLLEGE	Lynn	GTA	
HUMAN SERVICES	Trinka	IHA-ILF	
HEALTH CARE POLICY & FIN	Trinka	UHA	
CONTROLLER		999	

TOM GAMACHE			303-866-3890
<a href="mailto:tom.gamache@state.co.us">tom.gamache@state.co.us</a>			
HISTORICAL SOCIETY	Susan	GCA	
FT LEWIS COLLEGE	Lynn	GSA	
WESTERN STATE COLLEGE	Susan	GWA	
ADAMS STATE COLLEGE	Susan	GYA	
MESA STATE COLLEGE	Susan	GZA	
JUDICIAL	Trinka	JXX	
MILITARY AFFAIRS	Lynn	OAA-OCA	
REGULATORY AGENCIES	Lynn	SXX	

TRINKA MULLIN			303-866-4162
<a href="mailto:trinka.mullin@state.co.us">trinka.mullin@state.co.us</a>			
AGRICULTURE	Tom	BAA	
CORRECTIONS	Tammy	CAA-CIA	
CU SYSTEM	Tammy	GFA-GFE	
MINES	Tammy	GLA	
PUBLIC SAFETY	Tammy	RAA	
REVENUE	Lynn	TAA-TGA	
TREASURY	Susan	WAA-WCA	

SUSAN MEADE			303-866-4161
<a href="mailto:susan.meade@state.co.us">susan.meade@state.co.us</a>			
EDUCATION	Trinka	DAA-DBA	
CCHE/PRIV OCC ED	Tom	GAA/GPA	
COLLEGE ASSIST	Tom	GDA	
CSU SYSTEM	Trinka	GGA-GGJ	
COLLEGE INVEST	Tom	GRA	
TRANSPORTATION	Trinka	HAA	
NATURAL RESOURCES	Tammy	PXX	

FIELD ACCOUNTING SERVICES ACCOUNTANT		
BRENDA SHELINBARGER		
<a href="mailto:brenda.shelinbarger@state.co.us">brenda.shelinbarger@state.co.us</a>		
303-866-4165		

Back up persons are noted by the name in the column to the right of the agency name.

**COFRS INTERFACE REQUEST**  
**THIS FORM IS FOR INTERFACING FROM THE COLORADO PORTAL ONLY**

LOG #: \_\_\_\_\_

Department Name: \_\_\_\_\_ (1) Agency Code: \_\_\_\_\_

(2) Agency Contact Names(s) \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

(3) Name of system/program to be interfaced to COFRS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Describe the reason why the department needs to feed data into COFRS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) COFRS transaction code to be used for the data: \_\_\_\_\_

(6) Other relevant information to be considered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(7) Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

(8) Approved by Department: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Controller)

**Note: all items, including signatures, are required for consideration of this request! If any item is incomplete the entire request will be returned and no action will be taken until these items are completed.**

ATTACHMENT A

**COFRS Interface Request  
Interfacing from the COLORADO Portal (Colorado Interactive)**

Log # \_\_\_\_\_

**For use by the Office of the State Controller only:**

An automated interface of summarized data into COFRS from the department's internal system, for which this request has been made, is granted if the following conditions are met:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An automated interface of individual transactions into COFRS from the department's internal system for which this request has been made, is granted if the following conditions are met:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval option authorized:  R (required)     B (bypass)

An interface into COFRS for the data, for which this request was made, is denied.

\_\_\_\_\_  
(FAST Representative) (Date)

\_\_\_\_\_  
(State Controller) (Date)

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**For use by COFRS only:**

Remedy Change Ticket Number \_\_\_\_\_

**ATTACHMENT B**

**COFRS INTERFACE REQUEST INSTRUCTIONS  
COLORADO PORTAL (COLORADO INTERACTIVE)**

This form must be completed and submitted for each interface from a Department's internal system into COFRS.

- 1) **AGENCY CODE:**  
Enter the three character COFRS agency code(s) for the agency requesting the interface. If more than one agency within a department will be interfacing data within this interface program enter all affected agency codes.
- 2) **CONTACT NAME(S) and PHONE:**  
Enter the name(s) and phone number(s) of the individuals within the department/agency to be contacted in case of questions regarding this request or the resulting interface.
- 3) **NAME OF SYSTEM/PROGRAM TO BE INTERFACED:**  
Enter the name of the department's internal system or program for which the interface request is being made.
- 4) **DESCRIBE REASON FOR NEED OF THE INTERFACE:**  
Adequately describe the conditions that exist within the department/agency that create the need to interface data into COFRS. The description should provide enough background and detail that a person unfamiliar with the request can understand the needs addressed.
- 5) **PROVIDE THE FOLLOWING:**  
Transaction Code:  
JV - Journal Voucher  
CR - Cash Receipt
- 6) **OTHER RELEVANT INFORMATION:**  
Enter any other relevant information related to this request that was not provided for in other section(s) of the form.
- 7) **SUBMITTED BY AND DATE:**  
Person submitting this request must sign and date the form.
- 8) **APPROVED FOR DEPARTMENT BY AND DATE:**  
The request must be signed and dated by the department controller.