It’s time to spring into the new fiscal year.

Agreement or Contract Authorization Policy
On March 18th, President Kelley signed the Agreement or Contract Authorization policy. The policy can be found on the Finance and Operations policy page (http://und.edu/finance-operations/files/docs/1-4-agreement-contract-authority.pdf). This policy authorizes signing authority to particular positions based upon the type of contractual agreement and amount. What does this mean for payment requests originating from a contract or agreement? Accounting Services will require a verification from you (via sticky note or memo) that the agreement/contract has been reviewed by legal counsel. We will also be looking for the signature of the appropriate individual on the agreement/contact. Within the policy, the Appendix I (http://und.edu/finance-operations/associate-vp/signature-policy.cfm) is the reference guide you will need.

FYE REMINDERS:
• Remember to plan ahead—University policies and procedures for last minute purchases cannot be ignored to facilitate a “rush” order at FY end.
• Mark your ImageNow payments as FY15 in the notes section of the eForm.
• Subscriptions, memberships, maintenance contracts, etc. that end in FY15 and need to be renewed must be paid for from FY15 funds.
• Goods or services received in June will be charged to June (FY14). Goods or services received in July will be charged to July (FY15). Invoice date does not matter.
• For travel that starts in June but ends in July, two separate travel vouchers should be submitted.
• Don’t forget, purchasing card statements have a cutoff date of the 2nd of the month. UND cannot control when a vendor will post a transaction so any P-Card purchases made near the end of FY14 may post to your FY15 statement. Be careful when using your P-Card at year end.
• If you receive paperwork for a high dollar invoice after the FYE paperwork deadline and the goods or services were received by June 30th, notify the Director of Accounting Services or Accounts Payable Manager.
• For journal entries/imports, June and July transactions CANNOT be processed on the same entry or import.
• Any airline/Amtrak tickets or registrations for FY15 travel that must be purchased in FY14 will be paid from FY14 funds.
• Don’t forget to provide us with an alternate funding source. If your remaining budget balance is low, we will need another fund on file to process your payments or journal entries/imports.
• Don’t hesitate to contact Accounting Services, Student Account Services, Purchasing, Asset Management, Grants & Contracts, or Payroll with any FYE questions specific to their area. It is always easier to ask for permission than forgiveness.

Please welcome Kristen!
Please welcome the newest member of our Accounting Services auditing team. Kristen Paul will be joining our staff on May 5th and we are really excited to have her on board!

Does the item you are purchasing have a UND logo?
Maybe you are purchasing pens, or mugs, or some other such promotional supply, if so, did you remember to attach your Trademarks Use Request Form? All purchases of items displaying a University of North Dakota logo or wordmark must be pre-approved on this form by the Purchasing office. Please check their webpage for additional information.

Other News

Having difficulty finding the ND state rate for lodging? The NDUSS has made a procedural change. You can view the change at http://www.ndus.edu/makers/procedures/NDUS/default.asp?PID=460&SID=60. Details may also be found in our “How to process” travel-employee-lodging.

ImageNow server move
The ImageNow (IN) system will be moving from one server to another. What does this mean for you? IN will be unavailable on May 10th and 11th. We will email simple instructions on how to change your connection to the new server. This change will need to be done on Monday, May 12th to enable you to log into IN after the server change.

Summer vacation for our newsletter.
Once again we will be taking a short break and you won’t see a newsletter until September. We will continue to keep you informed via email announcements and our current news on our webpage will be updated monthly with important items. See you in the fall!

Check for updated forms.
If you are filling out one of the forms to process a transaction for Accounting Services, don’t forget to check our webpage for the most updated form. The Journal Voucher form along with others have changed and we do require the most current form to process the transaction.
Accounting Services

We pay bills, reimburse employees, and process general ledger transactions in a timely and accurate manner while adhering to University policy, state law, and federal regulations.

Have questions about your payments or reimbursements?

Auditor 1
A—F
Call Cathy @ 7-2772

Auditor 2
G—N
Call Kristen @ 7-2966

Auditor 3
O—Z
Call Jan @ 7-4565

Upcoming Training Sessions

Budgets Overview Inquiry
May 15th
1:30-3:30 p.m.

or

June 19th
1:30-3:30 p.m.

This training provides the tools necessary to navigate through PeopleSoft to find your department’s budget and cash balance; utilizes PeopleSoft to track your department's budget, cash, revenue, and expenditures; shows you how to complete a budget journal. The session also includes hands-on practice activities.

Prerequisite: PeopleSoft user ID and password for Finance Module, a local fund number, and/or an appropriated fund number.

Location: Gamble Hall, Lanterman Center, Room 9
University of North Dakota

Fiscal Year-End Procedures
May 15th
9:00-10:30 a.m.
The session will cover fiscal year-end procedures for the Student Account Services, Accounting Services, Grants and Contract Administration, Payroll, and Purchasing.

Location: Memorial Union, Lecture Bowl
University of North Dakota

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
May 20th
9:00-10:30 a.m.

or

June 24th
9:00-10:30 a.m.

This training provides the tools necessary to navigate through PeopleSoft in order to run, read, and understand PeopleSoft financial reports. Important tips will be provided to help you recognize why, when, and how to reconcile revenue and expense transactions posted to your funds. Troubleshooting tips and tools to help you resolve budgeting errors will also be provided. This session includes hands-on practice activities.

Prerequisites: Must have previously attended either a "Budgets Overview Inquiry" or "Budget versus Cash Inquiry" U2 session and must have a PeopleSoft user ID and password for Finance Module

Location: Gamble Hall, Lanterman Center, Room 9
University of North Dakota

Have a Great Memorial Day Weekend!