Emailing your P-Card statement of account
The email submission of purchasing card statements of account and their supporting documentation is off to a great start. Just to clarify a few of the details, the email should be submitted with the following information in the body of the email in this exact format:

**EMPLID**: 0123457  
**Name**: Smith, John  
**Last 4 digits of account number**: 0123  
**Two Digit Month**: 10  
**Calendar Year (YYYY)**: 2017

To further clarify the above format, your name should be listed as last name comma first name (without spaces). The two digit month is the month of the statement i.e. if the header of the statement reads “For Transactions posted between 09/30/2017 to 10/31/2017” the month is 10 for October. The subject line of the email is up to you, and leaving off any logos, etc. while formatting the email as “plain text” will be helpful in making sure your submission does not end up residing in an error queue. Also, remember that before you submit the statement of account, it must be signed by both the cardholder and the reviewer.

**Vendor fair success!**
UND held its second annual vendor fair on Tuesday, November 14th and we’re happy to announce it was a huge success. Over 40 vendors were in attendance in the memorial union ballroom and we hope you had a chance to stop by and visit with them. We had some great door prizes (congratulations to our winners) and some absolutely wonderful food was served by UND Dining Services, U.S. Foods, and Sysco, the new food vendor for the NDUS. We’re already looking forward to next year’s fair and will keep you posted on the details. Thanks again for stopping by.

**Paying employees from other institutions in Travel & Expense**
All employees within the North Dakota University System (NDUS) are using the new PeopleSoft T&E module. That being said, if UND is reimbursing an employee of the NDUS that is not a UND employee, those reimbursements will need to be processed through Perceptive Content as a non-employee reimbursement. The T&E module does not allow us to reimburse an employee of another institution from our funds. Each institution is identified in PeopleSoft with a business unit, and unfortunately, we cannot pay an employee of another business unit from our funds through the T&E process. While some employees are actually employed by more than one institution at a time, if their main place of employment is not UND, we cannot reimburse them through the T&E process. Please let us know if you have any questions.

**How to pay for employee moving expenses?**
With the addition of the PeopleSoft T&E process, moving expenses continue to become more confusing. Hopefully, we can shed some light. We strongly encourage moving expenses to be processed as additional pay through the payroll office. It is the most efficient process for both the department and the employee. For those employees requesting reimbursement, any expenses incurred *prior to the employee’s employment date* must be processed through Perceptive Content. If the expenses are incurred *on or after the employee’s employment date*, the reimbursement must be processed through the PeopleSoft T&E. Remember that all taxable expenses reimbursed to an employee are subject to employment taxes and will be reported on the employee’s W-2.

**New email address for P&PS**
We have a new email address! The old email addresses of UND.accountingservices@UND.edu and UND.purchasing@UND.edu will be inactivated within the next month or so and our new address UND.pps@UND.edu will replace them. Journal imports, P-Card statements, P -Card correspondence, as well as Perceptive invoices will still have their respective email addresses. See our contact information on page two for a list of these email addresses.

**Perceptive Content upgrade complete!**
Once again, thank all of your for your patience as the Perceptive Content software upgrade was completed. If anyone is experiencing problems logging into the software, or if you did not receive the email communications from Enterprise Services prior to and upon completion of the outage, please let us know. We can get you directions to the software download and also want you on the email listserv so you receive the future communications regarding Perceptive Content.

**Want to see more training for Travel & Expense?**
Core Technology Services will come and provide additional training sessions for the PeopleSoft T&E module if we request it. They can set up remote training sessions as well, so contact us if you’re interested. We had very few attendees last time they came to campus to provide training.

**Did you know?**
The first ever snowman documented was in the illustration from work that was entitled Book of Hours, way back in 1380 – and it was found in Koninklijke Bibliotheek in The Hague.
The biggest snowman of all time was created in Bethnel, Maine, in 2008. The snowman was a whopping 122 feet tall in height, and was called Olympia, in honor of the US senator representing the state of Maine, Olympia Snowe.
Hot News

Additional travel expenses to be allowed on P-Card

Beginning December 1st, 2017, UND will be allowing additional travel expenses on the purchasing card. Expenses now allowed include lodging, rental car, and taxi. Meals or food purchases are still not allowed as meals when in travel status are based on GSA per diem rates and not actual cost. If you’re interested in using your purchasing card for travel expenses, please contact Janelle McGarry, purchasing card administrator, in Procurement & Payment services and she’ll assist you with the process.

Upcoming Training Sessions

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
December 13th
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.

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

Budget Journal - New Process within Perceptive Content

December 7th 9:00-10:30 a.m.
December 13th 2:00-3:30 p.m.
December 19th 9:30-11:00 a.m.

The Budget Office is pleased to announce that they will be rolling out the new Budget Journal Process (via Perceptive Content) on Jan. 1, 2018. As of that date, budget journals will no longer be accepted via paper or email submission. Instead, an eForm in Perceptive Content will be used. Multiple sessions of Budget Journal – New Process within Perceptive Content have been scheduled through Learning and Development. Please plan on attending one of the sessions. Register today via the L&D website for the session that best fits your schedule.

New look to some current forms

Working on a bid? Completing the Alternate Procurement form? If so, you may notice that some of our Procurement forms look a little bit different. The Alternate Procurement Request form, the Bid Request form, and the Request for Proposal form are now processed via TransForm and sent directly into Perceptive Content for storage. The new process will require you to use your active directory log in credentials to submit the form, but it should increase the efficiency for reviewing and retrieving these forms when necessary. Give us a shout if you have questions.

How can I find out where my expense report is at in the T&E workflow?

In the PeopleSoft Finance module, go the Expenses WorkCenter and click on Review Report. You can leave the search criteria blank and click search. This will bring up all reports entered in your name and reports for anyone you are a delegate for. The search criteria may be used to narrow the search results.

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Office hours
8:00 a.m. - 4:30 p.m. Monday - Friday

P-Card Refresher
January 18
9:00-10:00 a.m.
Join us for a quick review of the ins and outs of having a UND Purchasing Card. We’ll cover cardholder responsibilities, PaymentNet reallocation, submitting your statement of account, current procedures and upcoming changes.

Location: Memorial Union, River Valley Room
University of North Dakota