**Procurement & Payment Services**

May 2017

**Highlights:**

- Fiscal Year End workshop scheduled for May 18th. Don’t forget to sign up! Details on page 2.
- Training for PeopleSoft Travel & Expense to be offered as we near go live date of 07-01-17.
- Don’t forget to reference the year-end schedule for important FYE due dates.
- Perceptive Content semi-annual upgrade/patching schedule is May & November.
- Have a great summer and watch for our next newsletter in September.

**FYE REMINDERS:**

1. Remember to plan ahead—University policies and procedures for last minute purchases cannot be ignored to facilitate a “rush” order at FY end.
2. Mark your July Perceptive Content payments as FY18 in the notes section of the eForm.
3. Subscriptions, memberships, maintenance contracts, etc. that begin on or after July 1st and need to be renewed must be paid for from FY18 funds.
4. Goods or services received in June will be charged to June (FY17). Goods or services received in July will be charged to July (FY18). Invoice date does not matter.
5. For travel that starts in June but ends in July, two separate travel vouchers should be submitted.
6. 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 FY17 may post to your FY18 statement. Be careful when using your Pcard at year end.
7. For journal entries/imports, June and July transactions CANNOT be processed on the same entry or import.
8. Any Airline/Amtrak tickets or registrations for FY18 travel that must be purchased in FY17 will be paid from FY17 funds.
9. Don’t hesitate to contact Procurement & Payment Services, Student Account Services, Asset Management, Grants & Contracts, or Payroll with any FYE questions specific to their area. It is always easier to ask for permission than forgiveness.

**PeopleSoft Travel & Expense update**

Were you able to attend the PeopleSoft (PS) Travel & Expense demonstration from CTS/NDUS? We apologize for the technical difficulties experienced by those connecting offsite and for not being able to record the session for later viewing. The demo went well with lots of great questions brought forward by those who could be there. More good news is that CTS will be back to do onsite training prior to our go live date of July 1st. We will also need to set up the workflows for UND prior to this training. The default workflow process will flow from the entry of the expense report by the traveler (or their delegate) to the traveler’s supervisor for approval. From there it moves to an expense manager for the department, an expense manager for the college/division (optional), and then to Payment Services for review prior to the reimbursement being issued. If the travel is funded by a grant, a stop in the Grant & Contracts queue will also happen before the payment is issued. We’re excited to move forward and will be able to commence testing in the next week or two.

**Perceptive Content access issues**

Having problems signing in to your Perceptive Content (ImageNow) account? Are you getting an error stating you no longer can access the server? Did you complete the annual assessment? An annual assessment is required of ALL users of the Perceptive Content software. If you did not complete the assessment, your access has been suspended and will be permanently revoked on July 7th, 2017. If you need to have your access to Perceptive reactivated prior to July, please follow these steps:

- Navigate to [https://helpdesk.ndus.edu/](https://helpdesk.ndus.edu/)
- Select Submit a Ticket
- Fill in your information
- Make sure to select YES for Is this an ImageNow or WebNow Question?
- In the details state you need to complete the NDUS Document Imaging Assessment
- Then click Submit Ticket.

**Other News**

New “Help” feature on the Payment Services page

You may have noticed a new “button” on our webpage linking you to a new help page. If you haven’t seen it yet - go and check it out. We’ve been working on making it easier to find our helpful videos, training presentations, and other tools and think we’re moving in the right directions. Give us some feedback. We’d love to hear if you think it’s a step forward. Any other suggestions for our webpage?

We’d love to hear those too. You, the end user, are the most important piece of the puzzle so let us know what fits best for you and how we can make it easier for you to find the information you need to do your job in the most efficient and effective way possible.

**Important Travel reminder**

When traveling for university business, the individual traveling should pay for and be reimbursed for their own travel expenses. It is NOT best practice for another traveler to cover costs for a co-worker or other individual traveling with them on university business.

**And we pause for Summer**

Enjoy your summer break! We will not be publishing another newsletter until September. We are aware there is a lot of change happening at this time and we will continue to keep you informed via email announcements and our webpage. See you in the fall!

**Did you know?**

The dandelion is the only flower that represents the 3 celestial bodies of the sun, moon and stars. The yellow flower resembles the sun, the puff ball resembles the moon and the dispersing seeds resemble the stars. Up until the 1800s people would pull grass out of their lawns to make room for dandelions and other useful “weeds” like chickweed, malva, and chamomile. Dandelion seeds are often carried as many as 5 miles from their origin!
**My co-worker and I are going to the same conference, can I pay for their travel expenses as well as my own?**

Best practice is for each employee/traveler to pay for their own travel expenses and be reimbursed. There are very few exceptions where one traveler should pay another traveler’s expenses. We would never reimburse the per diem to anyone other than the traveler themselves.

**Does it matter which stamp I approve my Perceptive Content document with?**

YES! We will not process your payment request without a green UND-AP-Dept Approval stamp on it as that stamp is not issued to anyone without a signature authorization form on file. Simply right click your stamp icon to select the appropriate stamp for your process.

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**Upcoming Training Sessions**

**Fiscal Year-End Procedures**  
May 18th  
9:00-10:30 a.m.  
The session will cover fiscal year-end procedures for the Student Account Services, Procurement & Payment Services, Grants and Contract Administration, and Payroll.  
**Location:** Memorial Union, Lecture Bowl  
University of North Dakota

**Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**  
May 23rd and June 27th  
9:30-11:00 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