September 2017

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Procurement & Payment Services

September

Perceptive Content projects moving forward
You’ve been hearing about them for quite some time, but the reality is getting closer. We’re excited to say that both Journal Vouchers and Journal Entries will be electronic before the end of the calendar year. We’ll keep you updated on the progress and will be looking for some pilot departments to test the process once we are ready to go live. The process will allow us to eliminate the paper forms and increase the efficiency of processing journal vouchers and journal entries. We look forward to the day when these are no longer paper forms lost in the day to day paper shuffle. We’ll be able to track the progress and have immediate access to look at previous forms without waiting for them to be manually scanned into Perceptive.

Important info for equipment purchases
Are you purchasing new equipment for your department? Will that equipment need to be electrically hardwired—have a permanent electrical connection rather than plugged into an outlet? If so, the piece of equipment needs to be NRTL (Nationally Recognized Testing Laboratory) certified. Please check with the supplier before making the purchase. The price of the equipment does not impact whether the certification is needed, all hardwired pieces of equipment need this certification to insure that UND is in compliance with ND state electrical codes. For additional information about the certification go to: https://www.osha.gov/dts/otpca/nrtl/nrtllist.html.

Did you know?
On an average September day more babies are born in the US than on a day in any other month. September is the only month with the same number of letters in its name as the number of the month: It is the ninth month and has nine letters. September has three birth flowers: the forget-me-not, the morning glory and the aster. Forget-me-nots represent love and memories, asters represent love as well, and the morning glory represents unrequited love. These are all very passionate flowers.

I’m not claiming a full day of per diem, how do I adjust it?
Once the line for the meal expense has been entered, the per diem for a complete day should auto-populate the amount based on the location entered. Click on the Per Diem Deductions for that line. When the per diem info box opens, click the meal(s) you are NOT claiming. This will deduct that meal from your expense line total. Do not key the amount of the per diem unless you are claiming per diem for travel outside of the continental U.S. Those per diem rates are found at the Defense Travel Management Office website. Calculate the total of the Local Meals and the Local Incidental columns to obtain your per diem amount. Adjust that total for any meals not being claimed for that day.

Unexpected Absence of an approver in Travel & Expense
Unfortunately, we cannot always plan our absence from work. Whether that be an unexpected illness, death in the family or another unforeseen emergency, the reports at your approver stop can be reassigned to another individual by Procurement & Payment Services. Please contact Eileen via email to have the reports already waiting at that stop assigned to another individual. Remember, the person receiving these reports to approve must have the approver role in PeopleSoft Finance.

We’re back!!
For all of you who were fortunate to have a summer break—welcome back and we hope your break was wonderful. To all of you who were here with us this summer, we’re glad to see you too. It’s been a busy summer with lots of changes. The new Travel & Expense workflow is now live in the PeopleSoft Finance module and as with any new process or software, we are experiencing some “growing pains”. Please be patient as we work with CTS to make the process as smooth as it can be. With that being said, please let us know the issues you’re having. A list of frequently asked questions is available on our webpage and we published a special edition newsletter for your reference (you can find it in our news archives). We are responding to phone calls and emails as promptly as we can and truly appreciate your patience.

T&E Reminders:
HR supervisors cannot approve a report until there is a valid budget check. Budget checks run every 15 minutes so it is best to wait a bit when the email is received.
If your funding includes a project number, the PC Bus Unit needs to contain UND01, the Project field needs to be completed, and the Activity field must contain a 1.
Contact Cathy, Jan, or Eileen in Procurement & Payment Services to add delegates or to add any needed transportation IDs.
Default funding for each individual comes from their HRMS record. If their travel/reimbursement default funding should be different than their payroll funding, please contact Cathy, Jan, or Eileen in Procurement & Payment Services.
Please enter one trip per expense report unless it is simply multiple day trips of mileage and per diem only.
Automatic per diems are only available for the continental U.S. For international travel or travel to Alaska and Hawaii, please leave the destination location blank and include that information in the description line of the header and each expense line.

Highlights:
◆ Additional training offered by CTS for the T&E module in PeopleSoft Finance. (see page 2)
◆ Additional workflows in Perceptive Content on the horizon.
◆ Welcome back! Happy to see all the familiar faces we missed over the summer.
◆ All ledgers are closed for FY2017. Thanks to everyone for a job well done and another year complete.
◆ Welcome to the new Business Service Center: Melissa Mager, Flora Sunjo, and Jake Breidenbach!
Delegating T&E approval authorization for out of office

Click the Navigator in the upper right corner of your screen.

Select Navigator, then scroll down and select My System Profile.

The middle of the page will allow you to enter an Alternate User and the start and end dates of the delegation.

The individual covering in your absence must have the Approver role in PeopleSoft Finance. In order to have this role, they must be an HR supervisor, a departmental expense manager, or a division expense manager.

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**When creating a T&E expense report, should I attach my receipts in the header or on the individual expense line?**

At this time, we will allow receipts to be attached in either location. Auditing the receipts is much easier if they are attached on the line of the expense, but that required each receipt to be saved and uploaded as a separate file. If you are scanning the receipts as separate files, please attach them on the individual expense lines.

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**I am logged into PeopleSoft HRMS, why do I not see the Expenses Workcenter tile?**

The Expenses WorkCenter is only available in the PeopleSoft Finance module, not HRMS. All full time UND employees should have access to PeopleSoft Finance. Remember that the duo authentication is required for this module.

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**Upcoming Training Sessions**

**Budgets Etc.**
September 11th
9:00-11:00 a.m.
Do you want to learn how to look up a budget or calculate the balance on a fund? Have you wondered if you are filling a Budget Journal correctly or completed a Position Funding Form with all the necessary information? Then this is the class for you! We will cover how to do a Budgets Overview for appropriated and local funds. Also, how to calculate a fund (cash) balance and how to fill out a Budget Journal and Position Funding form.

**Location:** Education Building, Room 5
University of North Dakota

**Travel & Expense Etc.**
September 13th & 14th
Provided by CTS

**User sessions:**
Sept 13 9:00 a.m. - 10:30 a.m.
Sept 13 1:00 p.m. - 2:30 p.m.
Sept 14 9:00 a.m. - 10:30 a.m.
PeopleSoft Finance travel & expense training designed for the individuals who will be entering the expense reports. This pertains to those who will be entering their own reports or those delegated to enter reports for other individuals.

**Approver sessions:**
Sept 13 10:30 a.m. - 12:00 p.m.
Sept 13 2:30 p.m. - 4:00 p.m.
Sept 14 10:30 a.m. - 12:00 p.m.
Training designed for those individuals approving the expense reports that have been submitted. This group would include all HR supervisors and any departmental or division expense managers.

**Location:** Tech Accelerator, Room 1053/1054
University of North Dakota

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**Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**
September 20th
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