April 2018

Highlights:

◆ Check out our new webpage!!

◆ Turnaround timelines are important when planning your purchase.

◆ When traveling within ND request ND State Rate not Government Rate, they are different.

◆ FYE is right around the corner—start reviewing budgets and planning now.

◆ April is Student Employee Appreciation Month! Thank your students for all they do!!

RFP & Bid Turnaround Timelines
As the end of the fiscal year draws near, we have a larger influx of bids/RFPs (request for proposal) to manage. We have your best interest at heart one priority. When volume reaches capacity we are required to prioritize and cannot promise all of them can be processed for the 6/30 delivery. At the onset of each bid/RFP, we will share the processing timeline for your coordination into your overall implementation schedule. From initiation in your office, additional processing in our office, vendor/supplier involvement, some projected time estimates may be two to four weeks for a bid and three to six months for a RFP. The complexity of the purchase plays heavily into the timeline as well, so please, remember to adjust your overall timeline for the item(s) you are purchasing.

Prior planning a priority at Fiscal Year End
It's hard to believe, but the end of fiscal year 2018 is coming up fast. The year end training session is booked for mid May and we're all thinking about our budgets for 2019. With thoughts of your remaining 2018 budget fresh in your mind, any submission of paperwork sooner rather than later is greatly appreciated. The first fiscal year end for the travel & expense reports will be a learning process for all of us as well, so early submission is best. We want everyone to have a happy and efficient year end, keeping it as stress-free as possible.

T&E and Perceptive Content Approvers hold responsibilities
Electronic workflaws are a wonderful innovation. In theory, they simplify and expedite processes that took much longer in the “paper pushing” world. But electronic workflow doesn’t change the ultimate responsibilities of those using these new workflows. When processing expense reports in the T&E module, it is important for the approvers in the process to understand their responsibilities. Before they approve a report and move it forward, they should make sure that everything on that report is correct. The departmental and division Expense Managers should be checking to see if the proper funding source is documented in the expense lines. Did the employee select the correct expense type so that the proper expense account code posts to the ledger? Did the employee deduct the correct quarters of per diems reflecting meals that were covered by a conference. Expense Managers should verify that the start and end times on the meal per diem lines have been updated to reflect the actual times the traveler left and returned. Does the mileage being reimbursed match the travel that occurred? The Expense Manager is ultimately responsible for the funds of the department sponsoring the travel or paying the expenditure. So whether these reimbursements were processed on paper or via electronic workflow (T&E or Perceptive Content), the responsibility is the same. Please remember to review for errors BEFORE approving and moving the payment forward. It is always better to be proactive in the review than reactive when seeing it in the ledger and trying to correct it.

ND State rate vs. Government rate
When traveling within the state of ND, employees are only allowed the lodging reimbursement rate set by the state legislature and commonly referred to as the “ND State Rate”. When working with your lodging establishment, be specific about requesting the ND state lodging rate for your stay (90% of the published GSA rate). Most establishments will offer a government rate, but that is not the ND state rate and may be higher than the amount allowed for ND employees. We cannot pay any rate higher than the ND state rate without prior approval as documented in NDUS procedure B06.1. If you have any questions, please contact our office.

Other News

<snip>

Did you know?

There is one letter of the alphabet that does not appear in any of the states names. Did you guess it? That’s right—it’s Q. You’ll find a Z (Arizona), a J (New Jersey), and even two X’s (New Mexico and Texas)—but not a single Q.

Also, just in case you were wondering, a giraffe can clean its ears with its 21 inch tongue.
Budget Model Refresher

Two Sessions Available
***no registration necessary***
April 3rd 8:30-10:30 a.m.
Gamble Hall, Room 7
April 4th 9:00-11:00 a.m.
Memorial Union, Lecture Bowl

The budget office will briefly go over the Finance and HR sides of budgeting, review available reports and answer your Budget Module questions. Both sessions will cover the same material. It is strongly recommended that first time Budget Module users attend.

No registration is necessary for either session, just show up!

An updated Budget Module Training Manual will be available by Monday, April 2 on the Budget Office website.

Presented by Jennifer Moe—UND Budget Office

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T&E Tip of the Month

Setting the funding for an entire report

When entering an expense report, the expense line funding will default from the employee’s/traveler’s profile. The funding can easily be set for an entire report once one expense line is entered. Once the expense type has been selected for the first expense line, an actions dropdown will appear in the upper right corner of the header. From that dropdown list, select “Default Accounting for Report” and click GO. This will open the Accounting Defaults page and allow to update the default funding for this report only. You can add chartfield lines-distributing by percentage-and save yourself time by not having to update each line of the report. If you have any questions, contact our office.

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T&E Tip

♦ Carbon copy (CC) yourself when sending a “notify” email
♦ Be sure to have your autocomplete turned off
♦ Process only one trip per expense report
♦ Use the Expense Types option when entering expense lines to ensure you are using the correct expense type
♦ When entering a project number in the funding, don’t forget the UND01 in PC Bus Unit and the 1 in Activity
♦ Check out our FAQs and training videos on our new website

Our student employees are the GREATEST!

April is student employee appreciation month. P&PS wouldn’t be what it is without our student employees. Kailey, Morgan, Jaymi, Alea, Lauren, Nathan, Mel, Sam, and Dalton — you guys ROCK! Thank you so much for everything you do.

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Upcoming Training Sessions

Budget Model Refresher
Two Sessions Available

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
April 25th 9:00-10:30 a.m.
This training provides the tools necessary to navigate through PeopleSoft 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

FYE Session currently scheduled for May 16 at 9:00. Watch for more details in the May newsletter.

Click here to view and register for available courses.