News Briefs:
- Revision of offered services from Accounting Services
- In-state lodging per diem increases as of Oct 1st.
- Personnel changes in Accounting Services
- ImageNow refresher scheduled for this month
- Meal per diem for Non-employees and group meals increased
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Falling into changes

More Personnel changes in Accounting Services
We are excited to announce that we have hired Lyndsey Hangsleben to fill the administrative clerk position in our office. Lyndsey’s first day will be October 12th and we are extremely delighted to have her join our team. Less exciting news … another of our auditing team has moved on to other endeavors. Kristen Erickson has accepted a position with the North Dakota University System. We will miss Kristen and wish her well in her new position.

ND lodging per diem changes
Each year, the U.S. General Services Administration (GSA) publishes the new per diem rates as of October 1st. This year, ND lodging per diems are seeing a change. The employee ND in-state lodging per diem is based on 90% of the published GSA rate. The standard rate for ND state employees will now be $80.10 for most of ND. The Minot area will now be $81.90, Dickinson area $108.00, and Williston area $131.40. We have the updated rates listed on our web page. You can access the table showing all of the ND rates (ND Lodging Per Diem) in our quick links on our employee travel webpage.

Did you submit your Signature Authorization form?
October 1st is the date when the old Departmental Signature Authorization List becomes inactive. From this day forward, all individuals authorized to approve any non-payroll expenditures must have a Signature Authorization Form on file in our office.

Changes in Accounting Services
To address several vacancies in Accounting Services, we will be temporarily adjusting the audit process for payments. Beginning October 1st, we will begin the sample auditing of company invoice payments. In the past, these items were audited 100%. Accounting Services is looking at restructuring the audit function on a permanent basis as one position is not going to be filled at this time. Further information will be shared as a permanent process is determined over the next month. As a result it is even more important that each and every department continue to review all purchasing and to follow the policies and procedures guiding these expenditures. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees. It is the responsibility of every department to demonstrate the prudent use of funds entrusted to it by its various constituencies. Please continue to use our webpage, attend our training sessions, and recommend additional training needs to ensure we work together to be good stewards of our resources.

Increased per diem for group meals
Beginning October 1st, 2015, the ND per diem for group meals and meetings is increasing from $46 to $51. The employee in-state meal per diem for travel remains at $35 per day. Remember, when paying for a group meal, you must provide a justification if you exceed 125% of the per diem. Questions? Check the policy and “how to process” located on our webpage.

THANK YOU!!
Please accept our sincere appreciation for your patience and support as we make our personnel and service transitions. We are doing our best to offer you the best customer service we can.

Purchasing card statement and receipts electronic storage?
Do you use the ImageNow copy of your purchasing card statement and corresponding receipts? We are looking for some feedback on this storage process. We’d like to know how many of you look back at those receipts and statements. Please email Allison or Eileen and let them know how often you use the “AP-PCard” document inquiry within ImageNow. Scanning these statements and receipts is a very labor intensive and time consuming process. With that being said, we have fallen behind and need to evaluate if the time it will take to catch up is a worthwhile use of our time and energy. Thanks for your input!

Fixing that budget error
Have you received a phone call from one of our staff telling you we can’t process your payment due to a budget error? If one of these calls come your way, we have a favor to ask. When submitting your budget journal to the Budget Office for processing, can you please mark it with a “rush” in the subject line of the email? If you’re receiving the call from us, we need that budget journal processed as soon as possible so we can process the payment. Thanks for your assistance.

Other News

Journal voucher vs. Journal entry
Just a quick reminder. When correcting a payment, even those processed using a purchasing card, a journal voucher is the correct form to use. A journal entry is used for payments between university departments and to transfer funds between departments without issuing a check. If your journal entry will have more than 10 lines, a journal import should be used. Watch our newsletter for training on these items some time after the first of the year.

Did You Know:
Halloween is the 2nd highest grossing commercial holiday after Christmas. 50% of kids prefer to receive chocolate candy compared to 24% who prefer non-chocolate candy. 10% prefer gum.
**Upcoming Training Sessions**

**Budgets Overview Inquiry**  
October 6th  
9:00-11:00 a.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

**Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**  
October 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.  
**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

**ImageNow Accounting Services Refresher**  
October 15th  
8:15-9:15 a.m.  
This session is a refresher to learn tips and tricks, simple document searches, and the opportunity to ask questions.  
**Location:** Memorial Union, Lecture Bowl  
University of North Dakota

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**Wondering the status of your payment in Image Now?**

**Log into ImageNow**

Documents  
AP—AS Voucher Inquiry  
Use Quick Search to look up your payment by Ref/PO#  
Click Go

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**Did you know purchase order invoices are submitted to ImageNow just like a regular invoice. Do NOT put a ref # on it, use the PO #.**

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**HAPPY HALLOWEEN!**