Looking forward to an Incredible Fiscal Year End
Incredible Departments
Presenting Today

• One Stop Student Services
  – Student Account Services
• Procurement & Payment Services
  – Asset Management
• Grants & Contracts
• Payroll

May 16, 2018
One Stop Student Services
Student Account Services
One Stop Student Services
Student Account Services

• Departmental Deposits
  – All deposits must be received at One Stop Student Services no later than 12:00PM, Friday, June 29, 2018.
  – All checks received by the department and dated on or before June 29, 2018, must be deposited by the deadline.

• Accounts Receivable
  • Any requests for Emplid#’s and Ext Org ID’s for accounts receivable transactions must be received at Student Account Services by Monday, June 18, 2018.
One Stop Student Services
Student Account Services

• Accounts Receivable
  – All accounts receivable transactions must be received at Student Account Services no later than **4:30PM, Wednesday, June 27, 2018**.
  – Please do not hold transactions until then!
  – Accounts Receivable transactions **CANNOT** be backdated.
One Stop Student Services
Student Account Services

• Reminders
  – For departments accepting payments:
    • We recommend that you follow SAS valid Photo ID process when accepting checks
    • Numeric value and written value on checks must match-please review checks carefully.
    • All checks should be stamped “For Deposit Only, Bank of North Dakota” prior to sending to One Stop
    • No two-party checks are accepted
One Stop Student Services
Student Account Services

• Gift Deposits
  – All deposits to account codes 478005 and 478010 must include a Gift Deposit Documentation Form and supporting documentation received from the donor

• All forms can be found on the SAS website under Office Resources>Department Information.

• [Website Link](http://und.edu/admissions/student-account-services/department/department-information.cfm)
One Stop Student Services
Student Account Services

• Perceptive Content Depart Deposit Look Up
  – Sign in with IdM userID and password (same as PeopleSoft logon)
  – Search Deposits by Receipt/Stop/Date
  – Able to see if processed, who processed, or still unprocessed.
  – View all documentation attached to deposit.
  – Email Matt.lukach@UND.edu for access/
One Stop Student Services

Student Account Services

• Departmental Deposits are available through iDashboards [https://dashboards.und.edu/idashboards](https://dashboards.und.edu/idashboards)
  – Sign in with IdM userID and password (same as PeopleSoft logon)
  – Select Campus Community > UND SAS-Deposit Finder
  – No need to have security access to Campus Connection
  – Email Chelsea Larson if you need access ([chelsea.larson@UND.edu](mailto:chelsea.larson@UND.edu))
One Stop Student Services
Student Account Services

• Electronic Deposit Forms Available Now.
• Cash Short on e-form being developed.
• One Stop Drop Box Open!
PPS

Essential Reminders

• Fiscal year-end procedures apply to all funds:
  – Local (00500-29999)
  – Appropriated (30000-39999)
  – Grant & Contract (40000-49999)
  – All other funds (50000-89999)
PPS

Essential Reminders

• All purchases at the University must have a documented **business purpose**.

• As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. 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.

• This applies to both University and Foundation funds.
PPS

• Purchase Requisitions
  – Submit to PPS as soon as possible for items that you expect to be delivered on or before June 30th.
  – FY 18 Appropriated funding will be lost
  – Any purchase order open at fiscal year-end will be rolled and paid from your next year’s budget.

• Submit Fiscal Year 18 Purchase Orders for contracts in place to Procurement & Payment Services by May 31st.

May 16, 2018
PPS

– Review and follow-up on all open purchase orders.
  • NDU_PO01_OPEN_PO_REPORT
  • Review ‘Purchase Order Reference Number’ to find your department
– Work with the vendors to ensure that the invoicing and the delivery of goods/services occur on or before June 30th.
– PO’s with exhausted funds are closed weekly
– Complete a Purchase Order Change/Cancellation Form if encumbrance changes are necessary
PPS

• DEADLINE:
  – Submit all FY18 Journal Entries, Perceptive Content electronic payments, Journal Vouchers, Journal Imports, and Travel & Expense Reports, no later than **Tuesday, July 10, 2018**.

  – Notify the Accounts Payable Manager or Director of Procurement & Payment Services if you receive a high-dollar invoice, **after the FYE paperwork due date**, for materials received by June 30th.
PPS

• Purchasing Card

– UND purchasing card statements have a cutoff date of the last business day of each month. UND cannot control when a vendor posts your purchasing card transactions. For example:

• A purchase made on June 28th may not post to your credit card statement until July 6th, this transaction will post to your July 2018 funds (FY19).

• Transactions that post to June 30th will show on your July statement and post in FY19

May 16, 2018
PPS

• Purchasing Card
  – PPS will be posting your Purchasing Card transactions throughout the month of June and beginning of July for June expenditures.
  – Upload Dates:
    • June 18 (Posting June 1 - June 10 transactions)
    • June 25 (Posting June 11 - June 17 transactions)
    • July 2 (Posting June 18 - June 24 transactions)
    • July 9 (Posting June 25 - June 29 transactions)
PPS

• Journal Entries & Journal Imports
  – June and July transactions cannot be processed on the same journal entry or journal import. Clearly indicate FY18 or FY19 on journal entries or journal imports

• Cut-Off Dates for Year-End Processing
  – Computer Software Site License - June 20.
  – Campus Mailing – June 15.
  – Duplicating – June 15
  – Motor Pool – May 31
PPS

• Perceptive Content Payments
  – Regardless of the invoice date
    • Materials or services received in June, will be charged to June (FY18)
    • Materials or services received in July, will be charged to July (FY19).
  – We will NOT process July – FY19 transactions unless absolutely necessary.
  – FY19 transactions
    • document in the special instructions in the notes section of the e-Form.
<table>
<thead>
<tr>
<th>Vendor Id</th>
<th>000000366</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>XEROX CORPORATION</td>
</tr>
<tr>
<td>Address</td>
<td>26152 NETWORK PLACE</td>
</tr>
<tr>
<td>Address 2</td>
<td>null</td>
</tr>
<tr>
<td>City</td>
<td>CHICAGO</td>
</tr>
<tr>
<td>State</td>
<td>IL</td>
</tr>
<tr>
<td>Zip</td>
<td>60673-1261</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Location</th>
<th>26152 CHIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Tax Id #</td>
<td></td>
</tr>
<tr>
<td>SSN #</td>
<td></td>
</tr>
<tr>
<td>Reference/PO #</td>
<td>3300-46</td>
</tr>
<tr>
<td>Invoice #</td>
<td>130227762</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>04/24/2014</td>
</tr>
<tr>
<td>Voucher #</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tape binding for DUP SVCS copier</td>
<td>392.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distribution Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>With-holding</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>535045</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Payment</td>
</tr>
<tr>
<td>Payment Needed By</td>
</tr>
<tr>
<td>Payment By Check, Not Direct Deposit</td>
</tr>
<tr>
<td>Separate Check</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be checked before payment can be issued</td>
</tr>
<tr>
<td>Vendor is not EXCLUDED(DEBARRED)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY</td>
</tr>
</tbody>
</table>
Foundation Reimbursements

• The fund number at the Foundation should be referenced on your documentation
  – description line on eForm in Perceptive Content
  – transaction notes in PaymentNet
  – description field on expense line
  – justification for correction on the Journal Voucher
  – description area of a journal entry
  – description column (M) of a journal import

• PPS will request UND Foundation reimbursements weekly during the month of June.

• Any expenses that are reimbursed in July for June business will be recorded as a receivable in your 26XXX fund.

May 16, 2018
• Travel Reminders
  – Expense reports should be submitted on a “per trip” basis
  – Departments should follow up with faculty to ensure that all expense reports are submitted prior to their leaving for the summer.
  – Airline tickets that must be purchased in FY18, for travel in FY19, will be charged to FY18 funds
  – Registration fees, to reserve a spot at a FY19 conference, will be paid from FY18 funds

May 16, 2018
PPS

• Travel
  – For travel that crosses the June month end:
    • The expense report will be submitted in July.
    • If the majority of the travel happens in June, post to FY18 – if there are more days of travel in July post to FY19
  – Submission/accounting date
    • Submission/accounting date will be June until the cutoff date
    • Reports submitted after July 10\textsuperscript{th}, will have a July date
PPS

• Accounting Date for expense reports
  – Expense reports for FY 18 (June) expenses submitted in July need to have an accounting date in June.
  – Will default to June until July 10\textsuperscript{th}.
PPS

- Subscriptions
  - *New* subscriptions will be processed from FY 2018 funds through May 31, 2018.
  - Subscription *renewals expiring in FY19*, must be paid for from FY19 funds.

- Memberships & Maintenance Contracts
  - *Renewals* for memberships & maintenance contracts *expiring in FY19* must be paid from FY19 funds.
PPS

• Signature Authorization Form
  – Review those authorized to approve your non-payroll expenditures
  – List is maintained in Perceptive Content
  – Documents – UND-AP-Department Authorization
  – Easy search by department number
  – Current approvers are those with a *blank* inactive date field

May 16, 2018
• Reconciliation Tools - Inquiries
  – Budgets Overview –
    • By FNDDTL - to review budget balance by account.
    • By FUND - to review budget balance by type
      – Appropriated funds by salaries, expenses, and equipment
      – Other funds by total expenses
  – Ledger – to review cash balance
  – Trial Balance – to review fund balance

NOW is a good time to begin monitoring your funds
Review fund balance during year end. To calculate your fund balance take your assets (account #’s that start with a 1) and subtract your liabilities (account #’s that start with a 2).
PPS

• Reconciliation Tools – Reports
  Tip sheets to run reports are available at http://und.edu/finance-operations/connect-und/finance-tip-sheets.cfm
    – General Ledger Activity
    – General Ledger Summary
    – Budget to Actuals Report
    – Budget Summary
    – Budget Transaction Detail
      • Navigator – Commitment Control – Budget Reports
      • Be sure to include a budget period and extend your date range into the next budget year when running your reports. (See following screenshot)
Alternate Funding Sources:

– Budgets are tracked only on auxiliary (1XXXX) and local funds (2XXXX)
  • Funds allowed to go negative
  • Negative balances **MUST** be cleared by FYE

– If your remaining budget balance in your appropriated (3XXXX) fund(s) is near zero & you will be processing additional FY18 payments, an alternate funding source **must** be on file for future Journal Entries/Journal Imports and Perceptive Content payments by sending an e-mail to:
  • Procurement & Payment Services at: **pps@und.edu**
• Cancelled Checks:
  – Must be processed before June 29th for FY18
  • Deadline for cancelled checks is the same deadline given for departmental deposits, June 29th at 12:00pm
Asset Management

• Major Equipment items received in June:
  – If you have received a tag from Asset Management, return the tagging request memo with any necessary updates or missing information to avpfoacctstudent@email.und.edu.
  – If you have not received a tag for major equipment purchased and received, please contact melissa.mager@und.edu.
PPS

• Changes for FY19
  – Updated P-Card manual
    • Required annual training for cardholders and reviewers
  – Journal Entries - electronic workflow
  – Journal Vouchers - electronic workflow
  – Purchasing threshold changes effective July 1, 2018
Grant & Contracts Administration
Grants & Contracts

- Grants & Contracts projects follow same deadlines as all other funding sources with the following exceptions.
  - Grants & Contracts Administration has a drop dead date of **July 13, 2018** for submission of final invoices on all state grants.
  - All payments on state grants must be processed by Friday, **July 6, 2018**. Any items not included on the final billing become the responsibility of the department. **State agencies will NOT be contacted requesting special permission to re bill.**
Grants & Contracts

• Department User’s Training
• [http://und.edu/research/about/division-offices/grants-and-funding/gca-training.cfm](http://und.edu/research/about/division-offices/grants-and-funding/gca-training.cfm)
• Provides user’s with a step by step process for running grant reports
• Topics covered
  - Roles and Responsibilities Matrix
  - PI Report
  - Detailed Transaction Report
  - Salary Distribution Report
  - Salary Distribution Query
  - Award or Project Summary Report
Grants & Contracts

– Run Project Resource Query
  • Classic Home: Navigation = Reporting Tools > Query > Query Viewer > NDU_GM74_PROJ_RES
  • Grants WorkCenter: Navigation = Reports/Queries tab > GM Queries > GM_74 – Proj Resource Transactions
  • Enter Business Unit  Ex. UND01
  • Enter Project  Ex. UND0013375
  • Enter Accounting Date From: Ex. 01/01/1901
  • Enter Accounting Date through: Ex. 06/30/18
  • Click View Results
Grants & Contracts
Grants & Contracts

• Commitment Control – Review the grant fund:
  1. Compare remaining balance of KK to PI Report
  2. Review Outstanding Encumbrances
  3. Review remaining balance to ensure sufficient funds are left to cover any expenditures
  4. a. Classic Home: Navigation = Main Menu > Commitment Control > Review Budget Activities > Budget Overview
     b. Grants WorkCenter: Navigation = Main Menu tab > GL/KK/AP > Budgets Overview

May 16, 2018
Budget Inquiry Criteria

Budget Overview

Inquiry: GL70-04  Description:  

Amount Criteria  

<table>
<thead>
<tr>
<th>Search</th>
<th>Clear</th>
<th>Reset</th>
</tr>
</thead>
</table>

Budget Type

*Business Unit: UND01  Ledger Group/Set: Ledger Group  Ledger Group: GNTDTL

View Stat Code Budgets

Display Chart

Time Span

*Type of Calendar: Detail Budget Period

<table>
<thead>
<tr>
<th>Select</th>
<th>Ledger Group</th>
<th>Calendar ID</th>
<th>From Budget Period</th>
<th>To Budget Period</th>
<th>Include Adjustment Period(s)</th>
<th>Include Closing Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>GNTDTL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chart Field Criteria

<table>
<thead>
<tr>
<th>Chart Field</th>
<th>Chart Field From Value</th>
<th>Chart Field To</th>
<th>Chart Field Value Set</th>
<th>Update/Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>%</td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DeptID</td>
<td>%</td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>%</td>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>UND0013055</td>
<td>UND0013055</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Status

- Open
- Closed
- Hold

Save  Return to Search  Notify  Refresh
Inquiry Results

Budget Overview

Business Unit: UND01
Ledger Group: GNTDTL  Grant Detail Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated

Return to Criteria

Max Rows: 100
Display Options
Search

Ledger Totals (2 Rows)

| Budget | 435,221.00 |
| Expense | 253,960.42 |
| Encumbrance | 35,562.00 |
| Pre-Encumbrance | 0.00 |
| Budget Balance | 145,698.58 |
| Associate Revenue | 0.00 |
| Available Budget | 145,698.58 |

Net Transfers: 0.00

Budget Overview Results

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Budget</th>
<th>Expense</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNTDTL</td>
<td>501000</td>
<td>42700</td>
<td>2800</td>
<td>UND0013055</td>
<td></td>
<td></td>
<td>417,486.00</td>
<td>245,803.64</td>
<td>35,562.00</td>
<td>0.00</td>
<td>136.1</td>
</tr>
<tr>
<td>GNTDTL</td>
<td>730000</td>
<td>42700</td>
<td>2800</td>
<td>UND0013055</td>
<td></td>
<td></td>
<td>17,735.00</td>
<td>8,156.78</td>
<td>0.00</td>
<td>0.00</td>
<td>9.5</td>
</tr>
</tbody>
</table>

May 16, 2018
Grants and Contracts

• Reminders
  - Expenditures (travel)-Make sure travel dates are within grant period. Anything outside the start and end date is not allowable.
  - When completing Perceptive Content vouchers be descriptive in explanation. List what was purchased and how it is used or how it benefits the project. Explanations of “merch.” or “supplies” is not sufficient.
Grants & Contracts

- Located in Room 100 in Twamley Hall
- 701.777.4151
- UND.grantcontracts@research.und.edu
Payroll Services
Payroll Form Reminders

- If submitting paper forms or submitting in MSS please submit as early as possible to approving offices or to allow extra time for approvals in MSS. Hires need to be entered before the first day of work. This is required due to TLAB.
- Make sure you use valid Combo Codes – if new Combo Code is to be used, you must contact Budget Office or Grants & Contracts to have set up.
- New Employees must complete the I9 form prior to the first day of work.
Form Reminders (cont’d)

• All returning employees need to be sure their information is current with Payroll. This includes address and banking information.
• When submitting hires be sure the campus address is correct.
• Remember to terminate employees in MSS that no longer work for your department. You can run the query NDU_HR_ACTIVE_EES to view all active employees in your area.
Payroll Accruals

• July 13th Payday (Pay period June 16-30)
  – Salary and all fringes will be accrued back to FY18
  – After the accrual, Health premium charges will be reversed back to FY19

• July 31st Payday (Pay period July 1-15)
  – Salary and all fringes will be charged to FY19
Budget Module

• In order to terminate an employee, the required process in Manager Self Service (MSS) must be initiated. This information will flow through to the Budget Module.
• All appointments crossover the fiscal year
• Salary increases for single occupant positions automatically crossover – pool position occupants require completion of Payroll forms
• Salary changes and position funding can be made in the Budget Module – all other changes require completion of Payroll forms
Budget Module (cont’d)

• Position funding as submitted through the Budget Module, will become effective in Payroll for the July 31 pay date.

• If annual funding as you submitted in the Budget Module is NOT how you want that person funded for the July 1-15 pay period, you must submit a Position Funding Form to change it.

• Early forms are ALWAYS appreciated

• Please call Jennifer Moe at 777-6142 with any Budget Module questions.

May 16, 2018
Payroll Retro’s

• The deadline to submit to the Payroll Office any Payroll salary corrections (Retro’s) for FY18 expenses is Friday, July 6, 2018.

• If any of the funding sources used on the retro are grants or contracts, Grants and Contracts must approve the retro prior to submitting to Payroll – please plan accordingly.
Don’t worry, incredible help is available
The following resources are available for you on the **Procurement & Payment Services** webpage:

- Fiscal Year-End Procedures Memo
- Fiscal Year-End Schedule
- Fiscal Year-End Presentation
Additional Resources

- Additional information/tools are available at:
  - PPS: http://und.edu/finance-operations/procurement-and-payment-services/
  - Student Account Services: http://und.edu/admissions/student-account-services/
  - One Stop Student Services: http://und.edu/one-stop/
  - Asset Management: http://und.edu/finance-operations/asset-management/
  - G&CA: http://und.edu/research/about/division-offices/grants-and-funding/
  - Payroll: http://und.edu/finance-operations/human-resources-payroll/
  - Connect’U’ND: http://und.edu/finance-operations/connect-und/

- Be sure to check out the training resources through Teaching Transformation & Development Academy’s Learning and Development
  - http://und.edu/academics/ttada/staff-development/
Questions for the incredible team?
Thanks for Coming

Darling!

Good Luck with Year-end Processing!