December 2016

Highlights:

- PeopleSoft Tools upgrade happening on the weekend of December 9th
- Vendor Fair was a huge success! Thanks to all who assisted and to all who attended.
- Watch for a new “Help” button on Payment Services (Accounting Services) webpage.
- Don’t forget to have the vendor remove the sales tax on P-card charges.
- Perceptive Content will be down December 20th & 21st for an upgrade.

PeopleSoft Tools upgrade brings new look

PeopleSoft Finance will go through a tools upgrade on the weekend of December 9th. The production environment will be shut down at 5:00 p.m. on Friday. With this upgrade, PeopleSoft will have a whole new look. PeopleTools 8.55 will now be using the fluid interface and it will be much more user friendly for your tablet or mobile device. We will provide additional information as it becomes available.

Performance audits

We have been going through a couple of performance audits by different divisions of the State Auditors Office. One of the audits focused on the purchasing card and thus we want to share a few reminders:

- Remind vendors that UND is sales tax exempt when making your charges. If sales tax is charged, you should contact the vendor and ask to have it refunded.
- You should NEVER allow someone else to use your P-card. This is in violation of our purchasing card policy and could result in revocation of your P-card and its privileges.
- Remember to turn in your monthly statement and all corresponding receipts and supporting documentation by the 20th of the month to avoid any strikes/violations.

A second performance audit reviewed employee travel. One very important reminder - if meals are provided at a conference as part of the registration fee, meal per diem for those same meals cannot be claimed. Please review the employee travel voucher carefully to make sure we are not “double dipping” on these meals.

Perceptive Content to be offline for upgrade

All Perceptive Content activities will be on hold on December 20th and 21st while the software is being upgraded. A new client will be installed on your workstation and it should hopefully be a seamless transition. We’ll keep you posted when we have further information to pass on.

Perceptive Content Annual Training

In last month’s newsletter we mentioned annual training for Perceptive Content (PC) users. Additional information has been provided. The training will be a total of 15 multiple choice questions (randomly chosen from a bank of 33 questions). The PC user will need to answer all 15 questions correctly to pass the training. You may continue to take the test over until a passing grade (15 correct answers) is achieved. Any user of PC will be required to take the training on an annual basis. The training link will be emailed to all PC users the first week of January and the training will remain open till the end of February.

Employee or Independent Contractor? Who are you paying?

Just a reminder that when you process a payment to an individual, you need to keep in mind the employee-employer relationship. Is that individual actually considered an employee or are they an independent contractor? On our webpage, we have a form titled Determination of Worker Status. It is for the purpose of determining this relationship which impacts Federal Employment Taxes and Income Tax Withholding. We encourage you to use the form when trying to determine the working relationship between the individual being paid and the University.

Did You Know:

December is the 12th and last month of the year in the Julian and Gregorian Calendars and one of seven months with the length of 31 days. December starts on the same day of the week as September every year and ends on the same day as April every year. December is the month with the shortest daylight hours of the year in the Northern Hemisphere and the longest daylight hours of the year in the Southern Hemisphere. December in the Northern Hemisphere is the seasonal equivalent to June in the Southern Hemisphere and vice versa.

Special days in December:
- International Hug Day
- Winter Flowers Day
- Human Rights Day
- Monkey Day
- 1st day of Winter

Vendor Fair huge success

Just a quick “Thank You” to everyone who made time to attend the first annual UND vendor fair. We had 54 vendors displaying their goods and services at the fair. Also wanted to give a shout out to everyone from the university community that helped make this event possible. It is all your hard work that helps to make an event like this run so smoothly. We couldn’t do it without you.

Hope to see you all again next year when we host the 2nd annual vendor fair.

Budget office new training session

The UND Budget Office is offering a brand new training session through Learning & Development. It is titled Budgets Etc! and is geared for those new to budget processes and for those that would like a refresher. The session will cover how to do a Budgets Overview for appropriated and local funds, how to calculate a fund (cash) balance and how to fill out a Budget Journal and Position Funding form. Come and join the fun. This event is happening at the Memorial Union Lecture Bowl on Tuesday, December 6th from 1:30 to 3:30. Hope to see you there!

Remember your Message Center

When using Perceptive Content, don’t forget to set up your message center. It’s a great tool to show you what business needs tending in Perceptive each time you log in. If you don’t remember how to set it up, check out our webpage for step by step instructions.

Other News
**The fast and easy way to reimburse Moving Expenses**

Easy, no hassle moving expense reimbursements! No trying to gather all those receipts or figure out the mileage or meal per diems. One easy step - process the payment through Payroll. It’s simple and efficient and gets the reimbursement to the new employee in a fast, smooth, process with minimal wait time. Contact us with any questions you may have.

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**How do I reimburse a UND employee that attends an allowable business meal off campus?**

Refer to the Meals Table to determine allowability. Keep original receipts, submit and include all information via the electronic payment process.

**When is my monthly P-card Statement of Account reconciliation due and where should it be sent?**

Cardholders can run their statement of account report on the sixth of every month. Paperwork is due in Payment Services, Stop 8356, by the 20th of each month.

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**Upcoming Training Sessions**

- **Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**
  - **December 6th**
  - **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

- **Budgets Etc!**
  - **December 6th**
  - **1:30-3:30**
  - 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 out 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 how to calculate a fund (cash) balance and how to fill out a Budget Journal and Position Funding Form.
  - **Location:** Memorial Union, Lecture Bowl
  - University of North Dakota

- **Employee Travel**
  - **December 7th**
  - **9:00-10:00 a.m.**
  - This training session will allow you to brush up on the policies and procedures regarding employee travel.
  - **Location:** Memorial Union, Badlands Room
  - University of North Dakota

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