**News Briefs:**

- Perceptive Content 7.0 upgrade complete
- 1099’s have been mailed
- Line description field available on journal imports
- Travel policies and procedures under review
- ACH advice to be emailed
- In-state mileage rate decreased to $0.54/mile as of 01/01/2016
- Fraud hotline available at 866-91-ALERT

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**Did you know?**

Penguin’s eyes work better underwater than they do in the air, giving them superior eyesight to spot prey while hunting, even in cloudy, dark or murky water.

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**Perceptive Content 7.0 upgrade complete**

The upgrade from ImageNow version 6.7 to Perceptive Content version 7.0 is complete. NDUS Enterprise Services, along with Lexmark (Perceptive Software), is still working on a couple of issues, but most of you should be seeing business as usual. If you haven’t loaded the software yet, the instructions and software download are available on the SharePoint site (https://ndusedu-23.sharepoint.microsoftonline.com/enterprise/INSitePages/Home.aspx). The information is on the right side of the screen under the quick links. If you need technical support installing the software, work with the IT support for your department/division. Thanks for your cooperation and patience during the upgrade. Your new log in screen will look like this:

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**1099’s are mailed**

If you have any vendors who are looking for their 1099 from the university, you can inform them the 1099’s have been mailed. If they do not receive their 1099 by mid-February, they can contact Accounting Services and a duplicate copy will be mailed to them.

**Journal imports line description field**

The spreadsheet used for journal imports allows us to populate a 30 character journal line description field in PeopleSoft. This description field will default with the account code description, but can be overwritten with a more specific description when the import is processed. If you would like to have line item descriptions on your journal imports, enter those descriptions in column L on your journal import spreadsheet, and we will import the description with the rest of the data.

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**Review of employee travel policies**

We are the process of reviewing our employee travel policies and procedures. Once this is completed, we will inform you of all the items we will be auditing for when processing employee travel. Please remember that it is up to each department to ensure they are spending their funds wisely. With the current budget shortfall and impending budget reduction, all expenses will possibly be subject to further examination from upper management, State Board of Higher Education, and legislators as well as outside auditors and North Dakota tax payers. You, as a department, will need to be able to justify all travel expenses incurred by the employees in your department. As a reminder, you can always put a limit on the amount you will reimburse for each trip.

**Can I use my Foundation flow thru fund?**

While we cannot currently process Foundation flow thru funds (26xxx) on a journal import (JI) or journal entry (JE), if the expenditure is in compliance with North Dakota Century Code (state law) and State Board of Higher Education as well as UND policy and procedure, it is an allowable expense and should be paid through UND. Those items that are processed on a JE or JI will be need to be recorded on a local fund and reimbursed from the UND Foundation via paper processing. Don’t hesitate to call us if you have questions on the use of your Foundation flow thru fund.

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**Send in the L&D surveys please**

Have you recently attended any of our Accounting Services training sessions offered through Learning & Development? If you have, you should have received an email to complete a survey about the session. Please take a few minutes and complete these surveys. They are totally anonymous and we always review and appreciate the feedback. Thanks!

**Moving Expenses processed through Payroll**

Do you have a new employee who is moving to a new location to work for UND? Are you compensating the employee for the moving expenses he/she will incur? We encourage processing these moving expenses as a lump sum payment through the Payroll Office. Processing through payroll does not require submission of receipts and payroll is processed every two weeks, so a timely payment is another benefit. In accordance with IRS rules and regulations, individuals can claim moving expense deductions on their personal tax return.

**Happy anniversary to us!**

February marks the start of our fourth year of the Accounting Services newsletter. My how time flies. We hope you enjoy receiving these newsletters and learn a little something new each time you read one. We’re exploring some new additions as a monthly feedback and would love to hear from you. What do you think of a monthly “Question of the month”? We will visit with our staff and also take emails from our readers and each month post a frequently asked question with it’s corresponding answer. We’ve also tossed around the idea of having a “guest author” submit and article each month ... Maybe that person could update us on something new happening in their office. Let us know if you have some ideas of additional things you would like to see in our monthly newsletter. We always love to know that we are making a positive impact and retaining the interest of our readers.
**Upcoming Training Sessions**

**Budgets Overview Inquiry**  
February 16th  
8:30-10:30 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**  
February 23rd  
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.  
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 (Perceptive Content) Accounting Services Refresher**  
February 25th  
9:00-10:00 a.m.  
This session is a refresher to learn tips and tricks, simple document searches, and the opportunity to ask questions. Get a preview of WebNow and see how to easily navigate between the AP and Purchasing Workflows.  
Location: Memorial Union, Lecture Bowl  
University of North Dakota

**ACH advice to be emailed beginning in February**  
Beginning Monday, February 1, 2016, if you have a reimbursement or a payment that will be paid via ACH (direct deposit), the recipient will receive notification of that payment via email. Employees being reimbursed for travel or other expenses will receive the notification via the email account they have on file in Human Resources. If a vendor does not have an email address on file, the ACH advice will be mailed until an email address can be obtained.