May flowers and graduation on the horizon

IMPORTANT! Not all sticky notes are reviewed
We touched on this previously, but feel it is important to discuss it again. When submitting your payment requests/invoices, remember that not all payments are reviewed by Accounting Services. Just putting a sticky note onto an invoice to request deletion does not insure that the payment request will be deleted. If it is not a document selected for audit, payment will still be processed. Please document important notations that need to be viewed by Accounting Services in the notes section of the eForm. Thank you!!

Keep up with your pcard reallocation
Just a reminder that we are posting those pcard charges every week in June. Your window of opportunity to reallocate the charges to different funding source using PaymentNet is shorter, so try to stay on top of those charges.

Budget monitoring process to change in FY17
Beginning with FY17, the budgets for your auxiliary and local funds will be monitored differently. For any fund starting with a 1 or funds 20000 through 26999, we will be using track instead of control in the budget monitoring process. What does this mean for you? You will not be receiving as many calls for budget errors. Instead, you will need to monitor your budgets to make sure you are not operating in the negative. Payments, purchase requisitions and other general ledger transactions will post without a positive balance in your budget.

FYE REMINDERS:
• Remember to plan ahead—University policies and procedures for last minute purchases cannot be ignored to facilitate a “rush” order at FY end.
• Mark your July Perceptive Content payments as FY17 in the notes section of the eForm.
• Subscriptions, memberships, maintenance contracts, etc. that begin on or after July 1st and need to be renewed must be paid for from FY17 funds.
• Goods or services received in June will be charged to June (FY16).
• Goods or services received in July will be charged to July (FY17).

Invoice date does not matter.
• For travel that starts in June but ends in July, two separate travel vouchers should be submitted.
• Don’t forget, purchasing card statements have a cutoff date of the 2nd of the month. UND cannot control when a vendor will post a transaction so any P-Card purchases made near the end of FY16 may post to your FY17 statement. Be careful when using your Pcard at year end.
• If you receive paperwork for a high dollar invoice after the FYE paperwork deadline and the goods or services were received by June 30th, notify the Director of Accounting Services or Accounts Payable Manager.

For journal entries/imports, June and July transactions CANNOT be processed on the same entry or import.
• Any Airline/Amtrak tickets or registrations for FY17 travel that must be purchased in FY16 will be paid from FY16 funds.
• Don’t forget to provide us with an alternate funding source. If your remaining budget balance is low, we will need another fund on file to process your payments or journal entries/imports.
• Don’t hesitate to contact Accounting Services, Student Account Services, Purchasing, Asset Management, Grants & Contracts, or Payroll with any FYE questions specific to their area. It is always easier to ask for permission than forgiveness.

Other News

Emailing W-9s
PLEASE do not attach a W-9 to your payment request when submitting them via email to APInvoice (Perceptive Content). Any W-9s should be emailed to und.accountingservices@und.edu to insure that the sensitive information on that W-9 is not available to all viewers in Perceptive Content.

Important - handling your invoices at FYE
This is the first Fiscal Year End we will be experiencing where not all invoices/payment requests are audited by Accounting Services personnel. It is very important that you identify your FY17 payments by putting a notation in the notes section of the eForm. This is the only way we can insure that the payment does not post to the wrong fiscal year. Remember that any items/services received after June 30th must come out of your FY17 budget.

Travel reimbursements via ACH to HRMS banking
Please note that employee travel reimbursements are direct deposited into your bank account on file for your paycheck. If you want these reimbursements to be deposited in another account, you will need to contact us so that we can set up the additional banking information.

Notice of these ACH or direct deposits will be sent to you via email. An example of this email was sent to the finance listserv as well as the listserv to the department chairs. Please share this information with the rest of the staff and/or faculty in your area.

Summer Hiatus
Once again we will be taking a short break and you won’t see a newsletter until September. We will continue to keep you informed via email announcements and our webpage. See you in the fall!
**UPCOMING TRAINING SESSIONS**

**Attention Purchasing Card Holders**
Accounting Services will be posting your Purchasing Card transactions throughout the month of June and beginning of July for June expenditures.

Upload Dates:
- June 13 (Posting May 23 – June 2 transactions)
- June 20 (Posting June 3– June 12 transactions)
- June 27 (Posting June 13– June 19 transactions)
- July 6 (Posting June 20– July 1 transactions)

**Fiscal Year-End Procedures**
May 12th
9:00-10:30 a.m.
The session will cover fiscal year-end procedures for the Student Account Services, Accounting Services, Grants and Contract Administration, Payroll, and Purchasing.

**Location:** Memorial Union, Lecture Bowl
University of North Dakota

**Budgets Overview Inquiry**
May 17th
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**
May 24th
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" L&D session and must have a PeopleSoft user ID and password for Finance Module

**Location:** Gamble Hall, Lanterman Center, Room 9
University of North Dakota