Did You Know:

Did you know that on June 28, 1919, WWI had officially ended with the Treaty of Versailles, in the Palace of Versailles in France. However, the fighting continued for an additional seven months and finally ended with an armistice, or a peace agreement, between the Allied Nations and Germany on the 11th hour of the 11th day of the 11th month, or November 11. The day was commemorated the following year on November 11, as Armistice Day, and was intended to dedicate a day to remind nations to seek peaceful relationships between one another, in hopes that we will never again be divided.

November, Remember & Be Thankful!

Highlights:

- Tips & Tricks in PeopleSoft - our L&D spotlight session for November
- Best of luck Jennifer! We'll miss you and wish you success in your new role at Engineering.
- New & improved Account Code listing on the Payment Services webpage
- Coming soon .... Annual training for all Perceptive Content users
- Welcome home Cathy! Glad to have you back as part of the Payment Services auditing team.

Déjà vu?

A new face, or have we seen this one before? We lost a member of our team. Jennifer Lunde took a position with the School of Engineering and Mines leaving a gap in our auditing team. Who could possibly fill those shoes? We’d like to welcome back Cathy Anderson. Having been a previous member of our team, she hits the ground running and enables us to continue to offer you outstanding customer service. We’ll miss you Jen and welcome back Cathy!!

Don’t forget the backup

When submitting a payment request, purchase requisition, journal entry, journal import, p-card statement, etc. don’t forget to include your supporting documentation. When any type of transaction is pulled for an audit, it is expedient to have everything on hand to support the business purpose and justify the transaction. If the transaction was applied to a grant, additional documentation and/or approval may need to be attached as well.

Revised Account Code listing

We’ve been busy reviewing the general ledger account code listing on our webpage. We’ve analyzed previous year purchases, payments, and ledger transactions, and have limited our listing to include the most commonly used account codes. The entire listing is still available and all account codes are still active in PeopleSoft, but many of the codes are not relative to the average finance user in the campus community. If you have any questions, please don’t hesitate to contact us. Our goal is to streamline processes, increase efficiencies, and make it easier for you, the end user, to conduct business.

Annual training for Perceptive Content

Perceptive Content (PC), formerly referred to as ImageNow, is administered by the North Dakota University System (NDUS) Core Enterprise Services division Enterprise Services department. They have successfully migrated/on boarded all eleven institutions onto one instance of PC. With that collaboration, additional security measures are necessary resulting in annual training for all PC users. If you are an Accounts Payable and/or Purchasing user of PC, in the near future you will be receiving instructions on how to take the online training. Failure to complete the training will mean revocation of your access to Perceptive Content. Access will not be restored without taking the online training. PC will also be experiencing an upgrade in December. Watch for more details in our next newsletter.

Finding your payment request in Perceptive Content

When you submit a payment request in Perceptive Content (PC), you can start tracking the progress of that payment within minutes of pressing “send” on your email. Until we have completed the capture & route stage of the payment process, the best field to search is the voucher field. If you put your ref/PO# in the subject line of your email, it will show up in this field when it is converted into PC. If you preface the ref/PO# with a % (percent sign), it works like a “contains” criteria filter on that field. Once we capture & route the document, the index fields will update and you should be able to search all indexing fields when looking for your payment request. Give it a try! Follow one of your payments all the way through the workflow. You don’t need to wait for us to find out if the document has been paid, you can look for yourself. If you simply cannot find it, give us a call and we’ll look too. Once we find it, we’ll walk you through the process so next time, you don’t need to wait for our assistance. Have fun searching!

Just a couple of reminders

One or two quick reminders of recent changes - Checks/ACHs are now run on Monday, Wednesday, and Friday with very few exceptions. Remember to plan for this when processing your payment requests and when checking your fund balances. Also, we are using track and not control when monitoring the budgets of local and auxiliary funds. Thus, you won’t be receiving as many calls about budget errors, but remember to keep an eye on those funds. If the fund goes deficit, you will be receiving a notice from the Controller’s Office letting you know you need to cover the shortage.

Come check out the vendor fair!

UND is hosting our first annual vendor fair on November 17th from 11:00 a.m. to 3:00 p.m. in the Memorial Union Ballroom. Come on out and meet your vendors. Visit with those you currently work with and meet some new faces as well. Make sure to bring your business cards along. Rumor has it there may be some promotional items and door prizes.

Tips & Tricks in PeopleSoft

We’re shaking up our fall line-up of Learning & Development training sessions. Last month was Procure to Pay, From Start to Finish (by the way, how’d we do? Drop us a note - we’d love the feedback) and this month is Tips & Tricks in PeopleSoft. We’re bringing back a previous PeopleSoft query training and spicing it up with some fund balance info, some additional queries, and some recently developed reports. Hope to see you there! Employee travel training coming in December.

Other News

PC import, purchase requisition, journal entry, journal import, p-card statement, etc. don’t forget to include your supporting documentation. When any type of transaction is pulled for an audit, it is expedient to have everything on hand to support the business purpose and justify the transaction. If the transaction was applied to a grant, additional documentation and/or approval may need to be attached as well.

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Does the description line on the Perceptive Content accounts payable eForm transfer to PeopleSoft?

Yes! The first 30 characters of the description on the eForm pull into the description field of the voucher created in PeopleSoft. We encourage you to update the description with information that helps you track your expenses.

How do I get access to PeopleSoft Finance?

Complete the Finance Inquiry Access Request form found on the Connect UND Finance Access page (http://und.edu/finance-operations/connect-und/finance-access.cfm). Complete instructions are found on this page as well.

Upcoming Training Sessions

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
November 8th
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

Tips and Tricks in PeopleSoft
November 16th
9:00-10:00 a.m.
During this workshop you will learn useful finance queries and what they can do for you. You will also learn how to calculate the balance on a fund.
Location: Memorial Union, River Valley Room

Stay Tuned ……
Coming to a location near you

The Budget Office is diligently working on a training session to enlighten you on the basics of the budgeting process and the necessary procedures for you to monitor and maintain your budget. Keep watching, we hope to see this offered sometime in November.