September brings new beginnings!

Highlights:

- **Purchasing and Accounting Services combine to form the Procurement & Payment Services Office.**
- **Reminder that budget monitoring has changed.** Auxiliary and local funds are now using track and not control.
- **Welcome President Mark Kennedy and first lady Debbie Kennedy!**
- **Only cash transfer codes 722010 & 490004 to be used in FY17**
- **Unallowable list has been removed from webpage**

New look for a new year!

We’re shaking things up a bit and giving our newsletter a fresh look. We’ve moved things around, added some new items, and kept some of the old. Give us some feedback. We’ve added a question (or two) of the month, retained the “Did you know”, and tried to keep it all informative yet brief. Would a email or online newsletter work better? Do you print to read and/or share? We’d love to hear from you!

Same great service from one great team!

As of July 1, 2016, Purchasing and Accounting Services have joined forces to become the Procurement & Payment Services Office. We hope to increase our efficiencies and communications as well as provide even greater customer service by combining these two great teams. We are located in Twamley Hall, Room 115 and hope you’ll stop by to say hello.

Contracts & Agreements reminder

With all of the changes the university community has experienced in the last year, it’s a great time to remind everyone of the Agreement or Contract Authorization policy. All contractual agreements involving UND must be reviewed by UND’s legal counsel or other qualified person prior to being signed by both parties unless utilizing the standard contract templates found on Procurement Services webpage. The person signing for UND must be an authorized individual as per the policy. Those authorized individuals are listed by position as an appendix to the policy and can be found at http://und.edu/finance-operations/associate-vp/signature-policy.cfm.

Unallowable list has been eliminated

For years, the Accounting Services webpage has contained a list of unallowable purchases. That list has been removed from our webpage. If you are questioning whether an item/service is an allowable purchase or not, review the policies to see if the item/service is denied in any existing policy. Next, ask yourself if you have a justifiable business reason for purchasing that item/service. Finally, can you defend that purchase as a prudent and necessary expenditure of departmental funds to an outside auditor, legislator, or taxpayer. Remember, you are fiscally responsible for the funds provided to your department by the state of North Dakota and UND.

Update your authorized signers

Remember that anyone approving financial transactions - payments, journal vouchers, journal entries, journal imports, purchase requisitions, etc. - needs to be an authorized signer for your department. If you’re not sure who those signers are, contact our office and we can provide you a list.

When making cash transfers...

We have historically used two sets of accounts codes when processing cash transfers between funds. Depending on the fund, either 722010/490004 or 722005/490002 was used. Beginning with FY17, we will use the 722010/490004 combination for any cash transfer regardless of the fund categories. Remember, cash transfers cannot be processed on appropriated funds.

Procurement policies updated

Procurement Services has updated their policies. Instead of one large purchasing policy, there are now four smaller ones including commodities, services, office furniture & furniture systems, and printing, duplicating & photocopying. You can find these updated policies on the VPFO policies web page. Make sure and check the Procurement Services webpage before initiating your purchase to insure you are using the most updated forms and are in compliance with the most current procurement policies and procedures.

Did You Know:

The US grows 2,500 varieties of apples in 36 states. However, apples are not the most popular fruit in the country. Bananas are the most popular. Apples contain flavonoids that lower cholesterol and help clear and relax arteries, making them a decidedly heart-healthy food. While many bakers pledge allegiance to Granny Smith or Crispin, in reality, any hard, firm apple will do for dishes like apple turnovers and fried apple pie. Just steer clear of Red Delicious, which don’t have the texture or tartness to take the heat.

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<tr>
<th>New look for a new year!</th>
<th>New Workshops to be offered</th>
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<td>We’re always looking for new ideas for workshops/training we can offer the campus community. Keep your eyes open for some new L&amp;D sessions from the combined expertise and experience of the Procurement &amp; Payment Services staff. We hope to share our knowledge of the payment process from start to finish, procurement through payment. We will keep you posted on the upcoming trainings. Let us know if there are other topics you’d like to see.</td>
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- The 26XXX (Foundation flow thru) funds were created to simplify and expedite your UND Foundation reimbursements. These funds can now be used on journal imports and journal entries as well. Please see our training webpage for detailed instructions (FDN Flow-Thru Instructions) or go to: http://und.edu/finance-operations/accounting-services/fdn-flow-thru-documentation.pdf.

Employee travel snippet

Remember that each employee should pay for their own travel expenses when traveling for university business. Paying for another employee’s travel is strongly discouraged. For a faster return on the travel expense reimbursement, remember to review the travel policies prior to booking your travel, pay only your own expenses, include all necessary documentation and receipts.

Welcome back!

Welcome back to all the students!!! A special welcome to our returning student employees (including those who worked with us all summer). You’re the best and we’re glad you’re “home”.
Perceptive Content Annotations

Don’t forget to RIGHT click your stamp icon in Perceptive Content before stamping your document. You have multiple stamps available and the proper stamp should always be used when approving a purchase requisition or invoice. For purchase requisitions in the purchasing workflow use the UND-PUR-Approved and for invoices in the accounts payable workflow, use the UND-AP-Dept Approval. Other stamps are not considered a signature in these workflows and the document will be returned for the proper stamp.

How do I request a new fund?

Requests for new funds should be submitted to the Controller on the Fund Request Form. It can be submitted via email to sharon.loiland@UND.edu or via intercampus mail to the Controller in the Associate VP for Finance Office at Twamley Hall Rm 116 stop 8364.

How do I know what funding source will be charged for my PO payment since I do not complete an eForm?

The funding source for your PO purchase is determined when you complete the Purchased Requisition to create the purchase order. If you need to change that funding for any reason, a Purchase Order Change form must be completed and submitted to Procurement Services.

Upcoming Training Sessions

Budgets Overview Inquiry
September 13th
9:00-11:00 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.
Location: Gamble Hall, Lanterman Center, Room 9
University of North Dakota

PeopleSoft Account Numbers
September 22nd
9:00-10:00 a.m.
This session will show how to use PeopleSoft Account Number listings and provide clarification on how items should be coded.
Location: Memorial Union, River Valley Room
University of North Dakota

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
September 16th
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