Accounting Services
University of North Dakota
January 2016

A new year arrives - Welcome 2016!

Using the notes in the special instructions
We have an instruction change for relying your information via sticky note or comment in ImageNow. If you have any information that you place on a sticky note and that information needs to be viewed by someone in our office before the payment is processed, please route that payment to department 3130 via the AP-Department approval route not to audit approval. The special instructions of the eForm also insure that someone from our office will see additional information about your payment request. Use the notes section in the special instructions area of the eForm when requesting any mailing attachments, etc.

ImageNow upgrade on schedule
The ImageNow software upgrade from version 6.7 to Perceptive Content version 7.1 is on schedule for January 22nd through January 24th. A reminder, the name of the software changes from ImageNow to Perceptive Content. Some of the screens may look slightly different— the sunflowers are gone and some of the colors have changed, but the little “sun” icon on your desktop remains the same. ImageNow will be down during the upgrade, and the plan is to have everyone back on line by Monday, January 25th BUT, please wait to hear from us BEFORE you log in and being working in ImageNow that Monday. We will need to complete some testing and if you are in there too early, you risk loss or corruption of your payment data. Also, if you have any screen customizations—location/size of your eForm, certain default set, etc., some of these may need to be redone when the upgrade is complete. We will email out more information as it becomes available.

Meal per diem rates when traveling outside the continental U.S.
As of January 1, 2016, the meal per diem for travel outside the continental U.S. is calculated by adding the local meals and local incidental columns together. The same website is used (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm). This matches how per diem is calculated for travel inside the U.S.

Remember to get cost comparisons in advance
When flying or taking the train from Fargo, Minneapolis, or Winnipeg, we will reimburse the additional mileage to the airport in Fargo, Minneapolis, or Winnipeg provided we have comparison pricing showing the ticket from that city combined with the mileage and any other additional expenses is less than a ticket from Grand Forks. The comparison pricing should be obtained PRIOR to travel.

Important alert - Fraud hotline available at 866-91-ALERT

Did you know?
The most snow ever recorded in a 24 hour period in the USA occurred at Silver Lake, Colorado in 1921 and was 76 inches of snow.

Other News

Foundation flow through fund reminder
When processing transactions using your UND Foundation flow through fund (26XXX), remember that you can only use these funds when processing an ImageNow payment request, a reimbursement on a travel voucher, a p-card purchase, or when processing a change on a journal voucher. Foundation flow through funds cannot be used on a journal entry or a journal import, including postage, dining, facilities, etc., at this time.

Seat selection charge not allowable
When booking your airline tickets, remember that a fee charged for seat selection is not an allowable expense. UND also does not reimburse for class upcharges such as first class, business class, or any economy upgrades if there is an additional charge. We reimburse for economy class only and do not pay for companion/spouse tickets.

Check out our webpage
Don’t forget to check out our webpage when you have questions. We offer many aids and tables in our quick links and in our resources area. We have posted answers to frequently asked questions and list all of our training PowerPoint presentations from our L&D sessions. We also archive all of our previous newsletters so you can look back and review previous articles.

Let us know if you have any ideas on additional information you would like to see on our webpage. We love to hear from you!

Our auditing team cannot see Purchasing sticky note or approval stamp
Just a quick reminder to make sure you use the AP sticky notes and approval stamps when processing ImageNow documents. Our auditing team does not have access to view the Purchasing sticky notes or stamps so they will return any documents with the incorrect annotations used.
Upcoming Training Sessions

Budgets Overview Inquiry
January 19th
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
January 26th
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

PeopleSoft Account Numbers
January 27th
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, Badlands Room
University of North Dakota

And from the Purchasing Office
Procurement, P-Card, Contracts
January 12, 2:00-3:30 and January 20, 10:00-11:30
Discuss new policies and processes for procurement including ImageNow, P-Card and Contracts.

Location: Memorial Union, Lecture Bowl
University of North Dakota