Clarification on cash balance
Last month, we published an article stating that you should not use your department number when looking up your cash balance in the general ledger on a local fund. We wanted to clarify and remind you that your ledger cash balance (account 105251) is only one part of determining your FUND balance. To determine your fund balance, or in other words available cash in a specific fund, it is best to run a trial balance. Once you have the trial balance showing all account detail for a specific fund, subtract the total of the liabilities (account codes starting with 2xxxx) from the total of the assets (account codes starting with 1xxxx) to determine your fund balance. Need further clarification - check out the Budgets Etc! training being offered on March 22nd. The Budget office has an outstanding session giving you all kinds of valuable information on how to monitor your funds and budget.

Prizes purchased with a P-Card need a waiver
Are you thinking of purchasing some prizes as an incentive to a complete a survey, or maybe some gift cards for participants in a research study? Prizes are normally not considered an allowable expenditure of university funds. In order to make these purchases, a very specific business purpose would need to be documented and if you are using your P-Card to purchase these items you would need to request a waiver no matter who the vendor/supplier may be.

The method to our madness!
When we developed the electronic workflow and accounts payable process, we made a decision to process each invoice on its own voucher. The reasoning behind that decision was to reduce the risk of paying the same invoice twice. PeopleSoft will raise a flag and not allow us to pay a vendor/supplier twice for the same invoice number. It checks the invoice number when creating the voucher to see if there is already a voucher for that specific invoice number with that specific supplier. Thus, when submitting your invoices via email, we ask that you only include one invoice per email. A simple best practice that we have adopted to reduce the risk of paying an invoice twice.

Goodbye TURF (a note from UND Licensing Department)
UND Licensing has made an important update to the process of approval and purchase of UND logoed merchandise. Previously, all logoed product/merchandise purchases required the submission of a Trademark Use Request Form (TURF). In early February, they announced a new process which provides to UND campus a list of pre-approved licensed vendors that are TURF free! These licensees should meet any and all needs that you should have for UND logoed merchandise. If you need to use a vendor off the provided list, there is still a process of approval that may require a TURF. Visit the Internal Licensing Procedures Page to view the list and additional information. As a reminder, non-athletic use of the Fighting Hawk Logo requires approval. Please contact Breanna Linert (Breanna.linert@athletics.und.edu) with any logo merchandise questions. Have a wonderful day and happy logo purchasing!

Contract Management by Procurement Services
Did you know that Procurement Services manages all contracts with the one of the following criteria?
- Total Contract Value including all possible renewals is over $25,000
- Contract length of one year or greater
If you have a contract/agreement that meets one of the above criteria, please forward that agreement to Procurement Services for management purposes.

March Fun Facts
- It was on 15 March 44BC that Julius Caesar was assassinated in the Senate chamber in Rome – the assassination was led by Marcus Julius Brutus.
- It was in March 1889 that the Eiffel Tower was officially opened to the public. It was the tallest building in the world for 41 years before being surpassed by the Chrysler Building.
- Alexander Graham Bell made the first ever phone call on 10 March 1876. He called his assistant and said “Mr. Watson, come here. I want you to see.”
- It was on 29 March 1886 that Coca-Cola was developed. The original formula included a small amount of cocaine to give the drinker a bit of a buzz.
- Famous people born in the month of March include Albert Einstein, Vincent Van Gogh, Daniel Craig, Justin Bieber and Bruce Willis.
CONSISTENCY

Consistency is a word we’ve been hearing lately, along with the opposite “inconsistency.” System-wide consistency (try saying that three times quickly) is a priority for the North Dakota University System, from the Board through every institution. Knowing that each institution is unique and has its own strengths and challenges, we understand that we cannot always do every procedure the same. However, where we can standardize policies and procedures, we can build efficiencies and create useful and comparable reports and data analysis.

Why strive for consistency?

1. Consistency allows for measurement.
2. Consistency creates accountability
3. Consistency establishes your reputation and identification.
4. Consistency makes you relevant and dependable.
5. Consistency maintains your message.

What if I don't have an itemized receipt to attach to my P-Card statement of account for a transaction?

If you do not have a receipt/invoice for a transaction, you will need to contact the vendor for a replacement receipt/invoice. If you are not able to get a replacement receipt/invoice, the missing receipt form will need to be completed and attached.

A vendor has requested that we provide them with a W-9, who do I contact?

Please refer all requests for a W-9 or the Federal Tax ID of the University to Payment Services.

Upcoming Training Sessions

Procure to Pay: From Start to Finish
March 7th
9:00-10:30 a.m.
This training session will cover the procedures for making a purchase and following it through from start to finish.
Location: Memorial Union, Badlands Room
University of North Dakota

Budgets Etc!
March 22nd
9:00-11:00 a.m.
Do you want to learn how to look up a budget or calculate the balance on a fund? Have you wondered if you are filling out a Budget Journal correctly or completed a Position Funding Form with all the necessary information? Then this is the class for you!
We will cover how to do a Budgets Overview for appropriated and local funds how to calculate a fund (cash) balance and how to fill out a Budget Journal and Position Funding Form.
Location: Education Building, Room 5
University of North Dakota

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
March 28th
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