Come One Come ALL to the 3rd annual VENDOR FAIR!
You don’t want to miss it! The third annual UND vendor fair is being held in the Memorial Union ballroom on Thursday, November 15th from 11:00 a.m. to 3:00 p.m. We are expecting over 50 vendors to be in attendance. Come and visit with them and maybe win a door prize for your department. We look forward to seeing you there.

Allison announces retirement
We are both delighted and saddened to announce the retirement of Allison Peyton, long time UND Finance employee and friend. Her last day on campus was October 26th. While we are sad to see her leave, we wish her the best in her new endeavors. Allison has been a tremendous employee, giving us over 30 years of her time and expertise. No task was too intimidating for her to tackle and we cannot thank her enough for her dedication, innovation, and the positive outlook she has shared with us over the last few decades. Allison, we hope you enjoy your new adventures and know that you will truly be missed by the Finance team and the entire campus community.

Budget Office wins CACUBO Best Practice Award 🏆
Congratulations is due to the UND Budget Office personnel for winning the 2018 CACUBO Best Practice Award with their “Budget Journal e-Form-Eliminating Paper from the Process” submission. CACUBO, the Central Association of College and University Business Officers, recognizes colleges and universities who have successfully developed a best practice to respond to a particular business problem. Winning this award allows us to share our process with other institutions and brings recognition to our accomplishments. Jennifer Moe and Connie Gagelin presented the award winning process at the CACUBO annual meeting in Chicago, September 30th through October 2nd and we are extremely proud to have them represent UND and share their accomplishments. This is the second time the Finance team at UND has won the award. Our paperless accounts payable was honored with the award in 2014. Nicely done team! Keep up the good work.

RFP or RFI—where do I start if a supplier offers to demonstrate a product?
When looking at purchasing a product/service such as software or consulting, it is common for a supplier to offer a demonstration of his/her product to assist you in making the best choice. It is important to know that Procurement policy/procedure allows you to research the products available, but you cannot view private demonstrations of said product without having a RFP or RFI in place. If the demo is available for public viewing on a website, that is OK or if the supplier is doing a group demo for multiple companies you can attend the session. If you would like the supplier to demonstrate their product to one or more university employees, a Request for Proposal (RFP) needs to be established prior to the demo taking place. If you are unsure of exactly what you are looking for, you may want to start with a Request for Information (RFI) to help you clarify your needs. Once an RFP is issued and the initial selection of suppliers is chosen, the Procurement Officer will coordinate demonstrations of their product. If you have any questions, please contact the Procurement staff in PPS.

P-Card training in January

To be in compliance with the recommendations of a system wide performance audit on the use of purchasing cards, the North Dakota University System is implementing annual P-Card training for both cardholders and reviewers beginning in calendar year 2019. Previously, training was only mandated at the time the card was issued and the training was only for the cardholder. The required training will be conducted online in January 2019 so watch your email for more information as that draws closer. We encourage you to review the purchasing card manual available on our website and also note that we are holding a P-Card refresher in November.

Other News

P-Card Statement submission reminder
Don’t forget to change the email submitting your P-Card Statement to Plain Text format prior to sending. Simply click the Format Text tab at the top of the message and select Plain Text instead of HTML. When the emails are received in a format other than Plain Text, the statement may become stuck in the email account and will not roll into Perceptive Content properly. This may cause you to receive a violation for late submission of the statement. Please let us know if you have questions, or check our website for an easy to use template when submitting your statement.

Transition of AP
Please welcome Melissa Mager as our new Accounts Payable Manager. Melissa has accepted the responsibilities of Accounts Payable along with her Asset Management duties. Eileen has transitioned the AP duties to Melissa over the last couple of months and any future questions regarding accounts payable including Perceptive Content and Travel & Expense should be directed to Melissa or one of her auditing staff. Please be patient as Melissa adjusts to the additional responsibilities.

Perceptive Content Maintenance
Just a quick reminder that Perceptive Content (all modules) will be down for maintenance and an upgrade November 27th and 28th. More information will be conveyed to all users via email from Enterprise Services at CTS.

Let’s talk Turkey!

 анализ

- Turkeys are actually a type of pheasant.
- The heaviest turkey weighed in at 86 pounds.
- Americans will cook over 45 million turkeys on Thanksgiving day.
- Mature turkeys have about 3500 feathers.
- Wild turkeys can fly 55 miles per hour, and run 25 miles per hour.
- The average American consume over 15 pounds of turkey per year.
- Only Tom turkeys “gobble”.
Cooperative Contract Corner

Cooperative Contracts offer an option to procure from contracts already competitively bid and negotiated utilizing spend from a larger group allowing for greater discounts. These contracts do not require the bid or RFP process to be completed through PPS. Cooperative contracts can be accessed on the PPS website under Cooperative Contracts.

Need some office supplies? The university has the following office supply contracts for you to choose from.

Office Depot
Online ordering: https://business.officedepot.com/
Account set up: Email Carrie Lopez with your name, address, email, and phone number to setup an account.
Sales Rep: Carrie Lopez, 855-337-6811 Ext 16044 (carrie.lopez2@officedepot.com)
Free Delivery on all orders. Most items next day delivery. If shipping is charged contact sales rep for credit.

Innovative Office Solutions
Online ordering: https://www.innovativeos.com/
Account set up: Email teamin-spire@innovativeos.com with your name, address, email and phone number to setup an account.
Phone: 866-574-5389
Free Delivery on office supplies. Next day delivery or 2 day delivery depending on stock.

Staples Advantage:
Online ordering: www.StaplesAdvantage.com
Account set up: Register here
Sale rep: Josh Lopez Newholm 701-318-9041 (josh.lopeznewholm@staples.com)
Free Next-Business Day Delivery on all orders placed by 4 pm local time.

Tidbit of the Month
iDashboards for Deposits
Receipts for departmental deposits can be reviewed in iDashboards.
- Go to https://dashboards.und.edu/idashboards/
- Log in with your IdM username and password
- Select: UND Campus Community
- Select: UND-SAS Deposit Finder
- Enter a date range and select department to which the money was deposited
- To narrow the search, an account number, fund number, and/or receipt number or ranges of these can also be entered
- Once the information is returned, you can right-click on the chart to export it into a PDF or Excel document
To obtain access to iDashboards, email dash-boards@UND.edu with the following info:
- Full Name
- Username (firstname.lastname)
- Email Address
- Dashboard Requested: Campus Community: UND SAS-Deposit Finder

Upcoming Training Sessions

Budgets Etc!
November 6th 9:00-11:00 a.m.
Budgets Etc is now hands-on! Topics covered include: how to look up a budget, calculating a fund balance, filling out a Position Funding Form, and learning how to run several useful reports and queries.
If you have a laptop, you may want to bring it so you don’t have to share a desktop.
Location: Gamble Hall, Lanterman Center, Room 9
University of North Dakota

P-Card Refresher
November 7th 9:00-10:00 a.m.
Join us for a quick review of the ins and outs of having a UND Purchasing Card. We’ll cover cardholder responsibilities, PaymentNet reallocation, submitting your statement of account, current procedures and upcoming changes.
Location: Memorial Union, River Valley Room
University of North Dakota

Budget Journal e-Form
November 15th 2:00-3:00 p.m.
The basics of how to use Perceptive Content to complete a Budget Journal eForm with the required fields and route it through the workflow will be covered.
Location: Twamley Hall, Room 404
University of North Dakota

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
November 20th 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

I need to make a purchase for my department from the University Bookstore. What is the best way to process this purchase??
Purchases from the University Bookstore should be made using your UND issued purchasing card. Please make sure your purchase is in compliance with University policy before proceeding with the purchase.

Click here to view and register for available courses.