Happy New Year!!!
Goodness how the time flies. It’s July and FY18 is almost in our rear view mirror. The final days for submitting any FY18 expenses are upon us and it is imperative that you submit your payment requests, T&E reports, and ledger adjustments for FY18 transactions as soon as possible. Just a few quick clean up reminders:

⇒ Any expenses submitted after July 10th will be processed with FY19 funds.
⇒ PPS will be processing FY18 expenses until July 13th.
⇒ Check to be sure that any FY18 payment requests you have submitted in Perceptive Content have shown up in your queue for approval and if you have any in your queue, approve and route forward or email to have them deleted.
⇒ Any T&E reports that have a pending status have NOT been submitted and need to be as soon as possible.
⇒ Check your foundation flow through fund to make sure the expenses and deposits are showing up correctly. An entry will be made to book a receivable if there is an outstanding amount.
⇒ Review all funds - appropriated & local. NOW is the time to make sure that all transactions are showing up properly.

Key July dates/deadlines for Fiscal Year End

- **July 2nd:** Payroll forms due for PPE 6/30/18 (Payroll Office)
- **July 6th:** Deadline to submit any payroll salary corrections (retros) for FY18 (Payroll Office)
- **July 6th:** Deadline for submission of state grant documents/transactions (Grants & Contracts Administration)
- **July 9th:** Run Payroll registers and verify for accuracy for PPE 6/30/18 (Payroll Office)
- **July 10th:** Deadline to submit payment, T&E, and general ledger transactions (Procurement & Payment Services)
- **July 11th:** Run HE Actuals Report and review for accuracy for PPE 6/30/18 (Payroll Office)

**PeopleSoft (PS) Finance login on new UND website**
Navigating a new webpage always requires a bit of a time adjustment. To find the PeopleSoft (PS) Finance login location for entering and submitting your T&E reports, simply go to the UND homepage, click the INFO FOR and select Faculty & Staff. The second item listed under Quick Links will bring you to the log in page for PS Finance.

New Procurement thresholds announced by NDUS
The North Dakota University System has announced that new procurement thresholds for all eleven institutions will align with State thresholds beginning July 1, 2018. How does this impact UND? Our threshold for commodity purchases will remain the same at $10,000. This means that commodity purchases totaling less than $10,000 may be purchased at the department’s discretion. Commodity purchases totaling $10,000 or more must be coordinated through Procurement and Payment Services. Our threshold for services will decrease from $50,000 to $10,000. In other words, service purchases totaling less than $10,000 may be purchased at the department’s discretion. Service purchases totaling $10,000 or more must be coordinated through Procurement and Payment Services.

**Review your open purchase orders**
Don’t forget to review your open purchase orders. POs that have been received in full should be closed. If the entire amount of the PO will not be used, contact PPS to close the purchase order and unencumber the funds so they can be utilized for other expenses.

### OTHER NEWS

**Contractual signature authorization**
There are two types of signature authorizations that UND Finance officers and departments need to be aware of. PPS maintains a list of individuals who are authorized to approve non-payroll expenditures. This list is maintained in Perceptive Content and viewable to all Accounts Payable viewers. The second type of approval is those positions that can bind the university into a legal contractual agreement along with its correlating terms and conditions. This authority is determined by UND Finance policy 1.4, Agreement or Contractual Authorization. Any agreement, no matter how minor, needs to be approved by legal counsel and must be signed by the proper individual as designated in this policy. Rental agreements, consulting agreements, sponsorships, contracts for officials, any type of agreement or contract needs to follow the policy. Please remember to review this policy BEFORE you sign anything as a UND representative.

**Review your authorized signers**
A quick reminder, now is a good time to check the individuals authorized to approve your non-payroll expenditures. In Perceptive Content, use the documents view and look in the UND-AP-Department Authorization. Search the department number. All current approvers are those WITHOUT a date in the NDUS-Inactive Date field. Notify PPS of any names that should be removed.

**Did you know?**
On June 14, 1777, the Continental Congress passed an act establishing an official flag for the new nation. The resolution stated: “Resolved, that the flag of the United States be thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field, representing a new constellation.”
Between 1777 and 1960 Congress passed several acts that changed the shape, design and arrangement of the flag and allowed stars and stripes to be added to reflect the admission of each new state.
Today the flag consists of 13 horizontal stripes, seven red alternating with six white. The stripes represent the original 13 Colonies and the stars represent the 50 states of the Union.
Watch for upcoming announcements on training.

Any training sessions you would like to offered this summer? Drop us a line if you have any particular items you would like to see some training sessions on.

Also, don’t forget to check out our previous session presentations and video clips on our webpage.

Check for new or discontinued Account Codes

When processing your transactions—whether they are journal entries, imports, journal vouchers, T&E reports, Perceptive Content accounts payable, or P-Card reallocations, make sure to check the most current account code listing on our webpage. New account codes may have been created for the NDUS or old account codes may have been inactivated. The most current list of the most often used account codes are listed under resources on our web page.

Upcoming Training Sessions

Running, Reading, and Reconciling Key Finance Reports in PeopleSoft

July 17th 9:00-10:30 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

Click here to view and register for available courses.

Tip of the Month

Checking your pending T&E reports

To see all reports that you, or someone you are a delegate for, have created but that have not been submitted, follow these simple steps.

- Go to your Expenses Workcenter
- Click on Create/Edit Report
- Select the “Find and Existing Value” tab
- Leave all the search criteria fields blank
- Click Search

The result will be a list of reports that have not been submitted. Please review these reports and notify the individual to submit their expense reports as soon as possible to meet the FYE deadlines. If the report needs to be deleted, please contact PPS with the name and empl id of the individual and the report id to be deleted.

Procurement & Payment Services Calendar

PPS is now publishing a calendar on our webpage. All the important reminders for FYE, the upcoming training sessions, as well as other important events are posted. Go to our webpage and check it out. Simply click the Resources in the top ribbon and selection calendar. If you have other reminders you’d like to see us posting, let us know and we’ll do our best to include those as well.

What form do I use to correct a funding error on a P-Card transaction?

P-Card transactions post to the ledger on a voucher. To make any account code or fund changes to the transaction after it has posted to the general ledger, use a journal voucher and provide backup documentation for your requested change.

Question of the Month