Change in T&E Process

Beginning this month, Approvers including HR Supervisors, Expense Managers and G&C Officers will possibly encounter a new error in T&E. The error is a result of a new process to eliminate the expenses posting back to a previous accounting period when posting to the ledger. When trying to approve an expense report, if the error “Errors exist on the Expense Report. Errors were found on the Expense Report. These errors must be corrected prior to approving the Expense Report” along with a red box highlighting the Accounting Date field, the following steps should be performed:

1. Change the Accounting Date to the current date
2. Click on the Budget Options and click the Budget Check button

When the budget check is complete, the OK in the Commitment Control box can be clicked. If the Budget Status is Valid, the report can be approved and will move forward in the workflow. If you have questions regarding the process, please contact our office.

One webpage for Procurement & Payment Services

One office, one department, one team, and FINALLY one webpage. We’re happy to announce the launch of the new Procurement & Payment Services webpage. We’ve combined the information from the old Purchasing and Accounting Services pages to create a new and improved one stop shop encompassing all that we do together at P&PS. Take a look and let us know what you think. We’d love to hear some feedback.

Maintaining your Authorized Signers for Financial Transactions

The head of each department determines the individuals that are authorized to approve non-payroll expenditures for their department. A completed University of North Dakota Signature Authorization Form is on file for each authorized signer for each department. These forms are available for viewing in Perceptive Content documents—UND-AP-Department Authorization. We encourage each department to view their authorized signers and contact our office to inactivate those who should no longer be authorized. Remember, these signers are authorized for expenditure approval and are NOT authorized to sign contracts on behalf of UND.

Using your P-Card for Amazon purchases

Amazon offers special accounts designed for universities & UND is fortunate to have a business account set up with them. Each month, we receive a statement showing all of the purchases made using the business account regardless of the form of payment used to make these purchases—UND P-Card or personal credit card. Remember, all purchases made on the Amazon business account should be a business purchase for UND. Personal items should not be purchased using our Amazon business account regardless of the form of payment. We really don’t want to see your personal purchase of socks, underwear, or other items. We encourage you to sign up for the UND Amazon business account, just remember to use your personal account for your personal purchases. Key features of the business account are:

- Free Shipping (5-8 days) on eligible orders over $25
- Pricing and quantity discounts on select items
- Education-tailored search and browse functionality
- Tax Exemption support
- Access to a specialized Customer Service team

Contact us if you would like access to the Amazon business account.

Moving expense tax deduction suspended

Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended from January 1, 2018 through December 31, 2025. As a result, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual. PPS will no longer be processing reimbursements for moving expenses, they should be processed as additional pay through the Payroll office. Tools to help—P-Card checklist

We are constantly searching for tools and tips to help you when processing items for Procurement & Payment Services. One of the items we have out there is the P-Card Checklist. The list a quick summary of the items that may need to be completed or attached to your P-Card statement of account prior to submission. Check it out!

Please attach your receipts in order

When you’re putting together your P-Card monthly statement of account & all the supporting documentation, please insure that the order of the receipts/documentation matches the order of the transactions on the statement. It will make it much easier for the Reviewer and Auditors to check if the information is organized and easy to follow when comparing it to the statement for verification, THANK YOU!

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Other News

Where the season Spring get its name? “Spring”, referring to a season rather than the many other meanings of the word, first popped up in the 16th century. Starting in the 14th century, this time of year was called “springing time” and then in the 15th century this got shortened to “spring-time”, and then further shortened in the 16th century to just “spring”. The 14th century “springing time” came about in reference to plants “springing” from the ground.
**T&E Tip of the Month**

Using the *Quick-Fill* option when creating a report

When entering the expense lines of your report, all lines may be created at once and then updated as needed per the expense type. The Quick-Fill option in the expense line section will open a screen allowing you to enter a date range and then select “One Day” for one line to be created or “All Days” for a line to be created for each date for the selected expense type. For example, if you traveled out of state from 01-09-18 to 01-12-18 and wanted to enter one expense line for lodging and one line for each day of meal per diem it would look like the example on the left. This would create all five lines (one lodging and four meal) on your expense report that you would then need to update with the relevant information for each expense type such as the merchant for the lodging, start and end times and per diem deductions for the meals, etc.

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**P-Card Statement of Account**

- Document the business purpose—this is a **MUST** for all travel related charges. *Lack of a documented business purpose for travel related charges will result in a violation.*
- Attached all receipts/invoices—please put them in transaction order so they can be easily verified
- Attach any waivers you were granted
- Submit via email to P&PS by the 20th of the month
- Document/attach any membership/dues justification
- Verify that it is signed by both the cardholder and the reviewer before submitting to P&PS

**Can I avoid a late paperwork P-Card violation if I simply send an email stating it will be late?**

No. We do understand that at times, extenuating circumstances will result in late submittal of your monthly P-Card statement of account. In order to oversee an impartial P-Card program and administer the violations in a consistent manner, we rarely make exceptions for late paperwork. Requests for an exception to this violation are reviewed by our team on a case by case basis.

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**Question of the Month**

**Tidbit of the Month**

**Annual NDUS Document Imaging Assessment**

Email communications have been sent out regarding the annual Document Imaging Assessment. Any one who has Perceptive Content access was required to complete this assessment by the end of February. If you did not receive the communication (don’t forget to check your clutter), please let us know. Those who did not complete the assessment may have their Perceptive Content access suspended.

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**Upcoming Training Sessions**

**Deposits: Improving the Departmental Deposit Process for UND**

**Three Sessions Available!**

**March 5th 10:00-11:00 a.m.**
Education Bldg, Room 5

**March 7th 10:00-11:00 a.m.**
Memorial Union, River Valley Room

**March 8th 10:00-11:00 a.m.**
Memorial Union, River Valley Room

This session will offer training on the new E-deposit system that One-Stop Student Services has developed for departments to submit their departmental deposits to One Stop. E-deposits improve accuracy, timeliness and can prevent unnecessary trips to drop off some types of deposits. **Proudly brought to you by One Stop Student Services.**

**Click here to view and register for available courses.**

**Employee Travel**

**March 14th 9:00-10:00 a.m.**
This training session will allow you to brush up on the policies and procedures regarding employee travel. We will also touch on the basics of the PeopleSoft Travel & Expense module as well.

**Location:** Memorial Union, Badlands Room
University of North Dakota

**Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**

**March 28th 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