**Procurement & Payment Services**

**Highlights:**
- Perceptive Content upgrade on November 14th & 15th. Please plan for PC to be down those days.
- Changes coming quickly for purchasing card. Keep watching for more info...
- Don’t forget to use the notes in T&E to further clarify your business purpose.
- Looking for pilot departments for Perceptive Content Journal entry & Journal Voucher workflows.
- New form and process for corrections of paid T&E reports.

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**Purchasing card changes coming soon!**

Earlier this year, the North Dakota University System put together a team to address the results of a P-card performance audit conducted by the ND State Auditors Office. The team consists of representation from NDUS institutions including UND. They have been working hard to recommend changes to the P-card program on a university system level. With these changes coming into effect, UND will be issuing an updated purchasing card manual and some refresher training will be required for those who already have a P-card.

Additional travel items will be allowed on the purchasing card, and with that allowance will come additional responsibilities for both the P-card holder and the P-card reviewers. We are also working to implement a process to allow monthly P-card statements and corresponding receipts/invoices to be submitted electronically. Keep watching - we'll let you know as soon as these changes are in place.

**What is a T&E Transportation ID?**

If you’ve attended the training for or been working with the new PeopleSoft Travel & Expense reimbursement process, you’ve heard or seen the term Transportation ID in conjunction with the mileage expense types. When requesting a reimbursement for mileage, you will be entering the number of miles traveled. You will then select a Transportation ID which sets the mileage rate and thus allows the system to calculate your mileage reimbursement amount. All employees were initially set up with one Transportation ID (CINST) which is for in state travel only. If you select this ID for out of state travel, it will result in red flags and errors. CTS is working on bringing the out of state mileage Transportation ID (C_OUT) in for all current employees. If you need this ID prior to the update, please contact us and we can enter it manually for any individuals traveling out of state. Also, if you reimburse at a different rate such as the state fleet rate or another rate, please contact us to have these set up and made available for your employees.

**Further clarification of your business purpose in Travel & Expense**

Every new process has some growing pains and we will agree that the new T&E has not been pain free. If you attended the recent CTS training sessions, you are aware that they are working with the software designer Oracle to improve the product and the user’s experience. With that being said, one of the shortfalls of the new module may be that there is only a dropdown list of business purposes along with a 30 character description line. Often times, more space is needed to clarify the business purpose of your reimbursement. The business purpose of each reimbursement should be clear to any internal or external auditor that may pull the transaction for review. We strongly encourage you to use the notes area on the summary page of the expense report to tell your story and clarify the reason the reimbursement is being requested.

**How do I change the funding on an expense report that has already been processed?**

Correcting a paid expense report is accomplished by completing an Expense Report Correction/Adjustment form. Yes! We have a new form for this process. We are still in the testing phases to see how these changes impact the general ledger, budget reports, etc. Previous entries will be reversed and corrected, as well as the assignment of a new report ID. Since the reports themselves process an expense accrual and cash credit in two separate entries, we are watching these corrections to see what impact they will have. We hope to have a detailed audit trail to share with you in the near future.

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**Did you know?**

October 31st is National Caramel/Candy Apple Day. Caramel apples were invented in the 1950s. The creator, Dan Walker, was a sales representative working for Kraft Foods. Kraft Foods, who also sold small individually wrapped caramels, continues to print the recipe for caramel apples on the backs of their caramel bags.

In 1960, Vito Raimondi, with the help of his uncle William Raimondi, invented and patented the first caramel apple machine.
**T&E tip of the Month**

**Turn off Autocomplete in your profile**

One of the troubleshooting tips for the T&E module in PeopleSoft finance is turning off the autocomplete in your profile. This may help with some of the automatic "editing" that seems to sometimes happen in an expense report. For example, the default location state in the header changes when you select a different destination on an expense line.

To turn off the autocomplete in your profile,

Click the NavBar in the upper right corner of your screen.
Select My Preferences then expand Navigation Personalizations.
Scroll to the bottom to see Autocomplete and click the ‘button’ to change it to No.

**What do I do if I can’t log into PaymentNet?**

Select the “Forgot your Password” or “Forgot your Organization ID or User ID” on the PaymentNet home page. If you determine your account is locked, contact the program administrator.

**Is there a shortcut to change the funding for my entire expense report before I submit it?**

Yes! Once one expense line has been created, the option to change funding for the entire report is achieved by going to the “Actions” in the upper right corner of the report. Click the dropdown arrow and select “Default Accounting for Report” and click “GO”. Now you can enter the funding for the report.

**Upcoming Training Sessions**

**Procure to Pay: From Start to Finish**
October 26th
9:00 a.m. - 10:30 a.m.
Join us for a walk through of the procedures to make a purchase. We’ll start with the necessary questions to answer before making the purchase and follow it all the way through to processing the payment.

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

**Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**
October 18th
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

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**Question of the Month**

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