Welcome Back!!
Hard to believe that summer is almost done and school is back in full swing. To all of you fortunate enough to have the summer months off—welcome home! We published our newsletter during the summer months this year, and you should have received them in your email. If not, you can always access our previous newsletters on our website. You’ll find them under the Resources heading. We’re looking forward to another great academic year and glad to see all the smiling faces back on campus!

New process for payments to foreign vendors
Recent audits and process review have shown a need for better handling of our payments to foreign suppliers/entities. Vendors not located within the United States have different tax considerations and thus require a different analysis when we process a payment to them. We have implemented a new step in our Perceptive Content workflow. When an invoice is submitted, the vendor/supplier is reviewed to see if they reside outside the U.S. If they do, the invoice/payment request will be reviewed and run through a software that will determine the tax needs on that payment. This will happen prior to the department receiving the invoice for review and approval. The department will see a stamp on the invoice indicating the payment is subject to tax withholding or not subject to tax withholding. They can relay that information to the vendor/supplier so that they are aware of any tax deductions being made. The invoice will then move forward in the workflow and be processed for payment. All requests for payment/invoices will be reviewed, even if we have previously issued payments to this supplier.

Telecomm Billings
Each month, departments receive an internal billing from Telecomm for their phone lines and long distance charges. The funding source (fund & department) for your phone and long distance must be confirmed to Telecomm on an annual basis by an individual recorded in Perceptive Content as authorized to approve your non-payroll financial expenditures. We often encounter errors when the primary funding source for this process has an insufficient budget to cover the billing and when that happens for one department, it delays the posting for all departments. To post the billing, we reach out to Telecomm who then needs to obtain an alternate funding source from the department. To expedite the process, Telecomm is now requesting that alternate fund information to be on file in their office. Please work with them and provide this information for their billing files. It is sure to expedite the month end processing in our office for all departments on campus. Thank you! Your cooperation in this matter is greatly appreciated.

Reap the rewards! - Use the Cooperative Contracts
We wanted to take a minute or two to remind you of the Cooperative Contracts available on our website. The first item to select under Procurement on our webpage is the Cooperative Contracts. Clicking here will require a log in (your IDM user name and password) to bring you to a page of potential savings on purchases of various items. We have negotiated discounted pricing on office supplies, medical supplies, IT equipment, and more. By following the instructions and using these contracts, you are ensured to receive the lowest contract pricing available. Take a few minutes and check it out. There’s always a bargain to be found somewhere.

Did you know?
✓ “Underground” is the only word in the English language that begins and ends with the letters “und”.
✓ If a rooster can’t fully extend its neck, it can’t crow.
✓ You spend 7 years of your life in the bathroom.
✓ The king of hearts is the only king without a mustache.
✓ Dolphins sleep with one eye open!
✓ Starfish don’t have brains.
✓ If you add up the numbers 1-100 consecutively (1+2+3+4+5 etc.) the total is 5050.
Procure to Pay: From Start to Finish
September 12th 9:00-10:30 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

Who has access/authorization to submit my expense report?
Upon request, we will set up access for other individuals to complete your expense report, but you, the individual requesting the reimbursement, must be the one to submit the report. Logging in to PeopleSoft Finance and pressing the submit button, is the same as putting your signature on the request. By doing so, you are stating that you verify the expenses listed are valid and have not been previously paid for by the university.

Viewing your P-Card statement after submission
Want to take a look at your monthly purchasing card statement of account after you’ve emailed it to PPS? Anyone with view access in Perceptive Content (PC) Accounts Payable can see the purchasing card statements. Simply log in to PC, go to the document views and click on UND-AP-PCARD. You can search by several criteria including empid, name, and last four digits of your account number. Statements are stored by month and calendar year and all of the invoices submitted with your statement are available for your viewing pleasure as well. Remember that the percent sign (%) is the wildcard character for PC so placing that in front of your search criteria increases your chances of finding your documents. Please let us know if you have questions.

Perceptive Content Refresher
September 25th 9:00-10:00 a.m.
This session is a refresher to learn tips and tricks, simple document searches, and an opportunity to ask questions. During our time together, we will cover both Accounts Payable and Purchasing Workflows.
Location: Memorial Union, River Valley Room
University of North Dakota

Tip of the Month
Travel outside the Continental U.S.
Traveling outside the continental U.S. (this includes Hawaii and Alaska) brings its own challenges when requesting reimbursements in PeopleSoft T&E. The meal per diem locations for this travel are not included in the out of state travel expense types. So if you are paying meal per diems for Fairbanks, AK, it will not automatically populate in the T&E process. The meal per diems for AK, HI and international destinations should use an expense type of Meals International. This will allow you to manually retrieve and enter the per diem rate. With this expense type, you WILL NOT use the per diem deduction check boxes. You will enter your originating location in the Location box and then the location of the destination will be recorded on the line description, the Location field in the detail of the line will be left blank as shown below.

Upcoming Training Sessions
Running, Reading, and Reconciling Key Finance Reports in PeopleSoft
September 14th 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.