Tips, Tools, and Troubleshooting PeopleSoft Travel & Expense

Procurement & Payment Services
October 1, 2019

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Topics of discussion

- Understanding the workflow
- Getting Started
  - Creating, updating, and tracking a report
- Tips/Tools
  - Copying an existing report
  - Using the *Expense Type Category* shortcut

Topics of discussion

- Tips/Tools
  - Utilizing *Quick Fill*
  - Copying expense lines
  - Applying default funding
  - Notifying a traveler
  - Withdrawing a report
  - Exporting report details to excel

Topics of discussion

- Troubleshooting
  - Lodging Expense error
  - Turn off *Autocomplete*
  - Unable to approve
    - Accessing report to Approve
    - Valid Budget status
   - Accounting Date

Understanding the workflow

- "Stops" in the workflow include:

Traveler (Delegate)	HR Supervisor	Department Expense Mgr	College/Division Expense Mgr	Grants & Contracts	P&PS

- Traveler (or delegate) – same "stop"

- HR Supervisor

- Department expense manager

- College/Division expense manager (optional)

- Grants & Contracts (if grant funded)

- Pre-pay auditor (Procurement & Payment Services)

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Understanding the workflow

- Workflow impact of corrections

  - Report enters the approval workflow AFTER the traveler submits the report

  - Any change within the approval process and the report needs to be returned to start the workflow over

Correction

| Traveler (Delegate) | HR Supervisor | Department Expense Mgr | College/Division Expense Mgr | Grants & Contracts | P&PS |
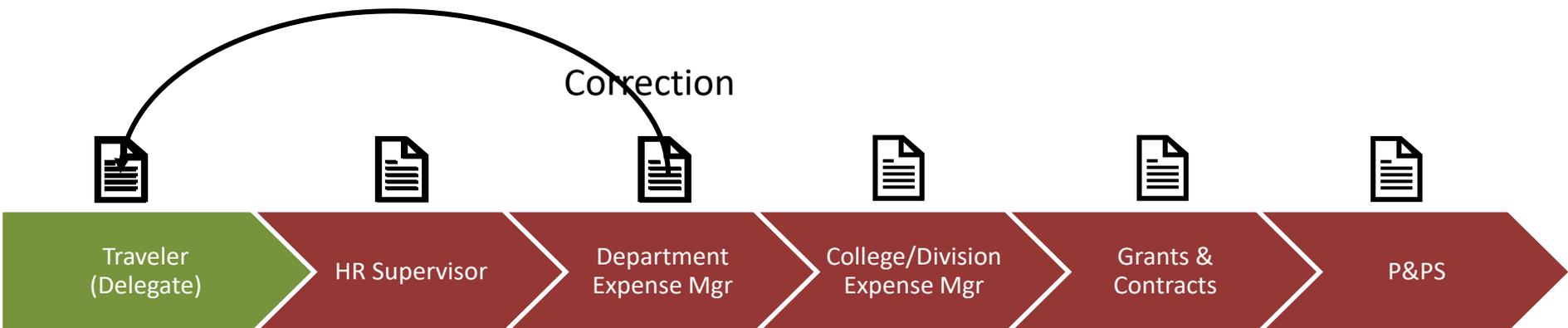
Getting Started

PeopleSoft (PS) *Finance* Module

- Login found:

- INFO FOR

- FACULTY & STAFF

Getting Started

PeopleSoft (PS) *Finance* Module

- FINANCIAL SERVICES home page
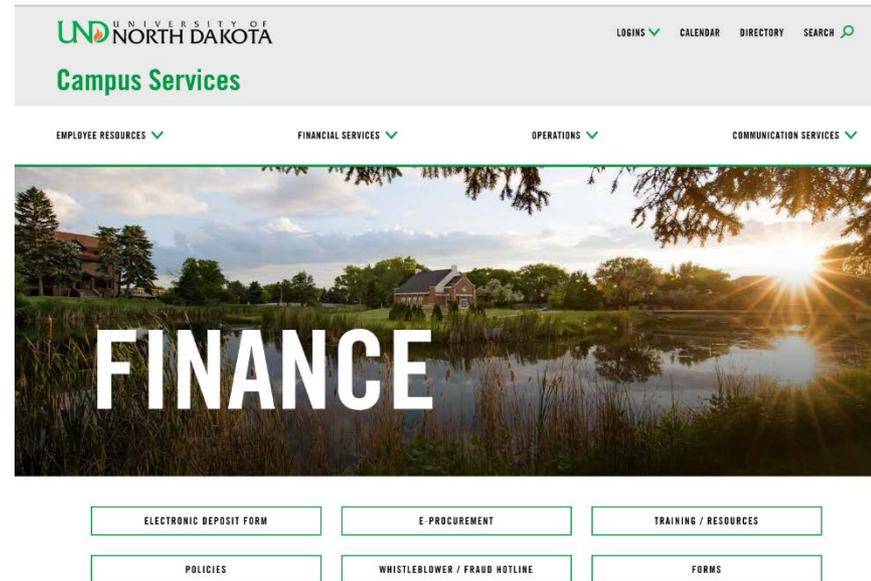
Getting Started

PeopleSoft (PS) Module

- Requires Duo Authentication

- Expenses WorkCenter

Creating a Report

Expenses WorkCenter ⚙ «

Main	Reports/Queries

🔗 **Links**   ↻   ⋮

▷ **Shortcuts**
▽ **Approval**

  ⊟ Approve Transactions

  ⊟ Modify Approved Transactio

  ⊟ Reassign Approval Work

  ⊟ Approver Assignment

  ⊟ Delegate Entry Authority

▽ **Expense Report**

  ⊟ Create/Edit Report

  ⊟ Delete Report

  ⊟ Print Report

  ⊟ Review Report

  ⊟ Review Expense History

Expense Report

Find an Existing Value	Add a New Value

Empl ID 0243266 ✕ 🔍

[Add]

Find an Existing Value | Add a New Value

- Within the Expenses WorkCenter

- Create/Edit Report

- Create/Edit can be accessed by:
  - Traveler/employee
  - Delegate

- Click *Add* to begin the report

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Creating a Report

Create Expense Report

Save for Later | Summary and Submit

Eileen Johnson ⓘ

Quick Start | ...Populate From ▾ | GO

*Business Purpose ▾
*Report Description
Reference 🔍

Default Location 🔍

✎ Attachments

Expenses ⓘ
Expand All | Collapse All   Add: | 📋 My Wallet (0) | ⚡ Quick-Fill

Total   0.00   USD

Header info includes:

- Business purpose (select from dropdown list)

- Destination Location
  - Use the lookup & select

- Report Description

*Business Purpose
'Report Description

Reference 🔍

- Board Member (NDUSO Only)
- Conference
- Employee Non-Travel
- Group/Team Travel
- Meeting
- Off Site Work (Non Research)
- Off Site Work (Research)
- Professional Development
- Recruiting
- Training

s ⓘ
| Collapse All

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Creating a Report

Expenses ?

Expand All | Collapse All   Add: | 📇 My Wallet (0) | ⚡ Quick-Fill   Total   0.00   USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
📅	⌄ 🔗	254 characters remaining	⌄ ✏️	0.00	USD 🔍 ➕ ➖

*Expense Type

Advertising Online/Internet
Advertising Services-Other
Advertising Services-Print
Advertising Services-Radio
Airfare In State
Airfare International
Airfare Out of State
Athletic Equipment under $5000
Athletic Supplies
Audio Visual Equip < $5000
Audio Visuals
Banquet and Meeting Food & Bev
Book Binding
Books
Booth & Room Rental
Building Supplies
Bulk Mailing Charges
Cellular Phones
Chemical and/or Biological Sup
Clothing
Computer Equipment under $5000
Copier Supplies

- Add a line for each expense incurred
- Available expense types are listed alphabetically
- Use one line & combine miscellaneous travel

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Creating a Report

- One expense line per Lodging Receipt
  (will require that you document the number of nights)

- One expense line for *EACH DAY* of meals
  - Update start time first day & stop time last day

- One expense line for round trip mileage

Expenses ⑦

Expand All | Collapse All   Add: | 📇 My Wallet (0) | ⚡ Quick-Fill   Total   2,185.60   USD

	*Date	*Expense Type		Description		*Payment Type		*Amount	*Currency	
▷	04/14/2017 📅	Lodging Out of State ∨	🔲	lodging at conference 233 characters remaining		Employee Paid ∨	✏️	2,000.00	USD 🔍	➕ ➖
▷	04/14/2017 📅	Meals Out of State ∨	🔲	lunch provided in registration 224 characters remaining		Employee Paid ∨	✏️	64.00	USD 🔍	➕ ➖
▷	04/15/2017 📅	Meals Out of State ∨	🔲	lunch provided 240 characters remaining		Employee Paid ∨	✏️	44.80	USD 🔍	➕ ➖

Creating a Report

Lodging Expenses

- One expense line per receipt
- Enter number of nights stayed
- Merchant information
  - Always Non-Preferred
  - Name of merchant is required
    - May need to justify the cost (excess of per diem)

Defaults from Profile

Pulls in from information entered in header

Creating a Report

Meal Expenses

- Meal lines will include a start and stop time
  - Update start time on 1st day and end time on last day of travel
- Per diem is based on a full day. Any meals not being claimed will simply be deducted.

Creating a Report

- A report number is assigned once the report is saved

- Can *Save for Later* and return to complete

- Confirm that amounts are correct & all supporting documentation is attached

- Once complete, go to *Summary and Submit*
  - **Submission** must be completed by the **traveler**

Creating a Report

To submit the report:
- On the Summary page, the **traveler** must:
  - Check the box certifying the accuracy and compliance of all expenses reported
  - Click the *Submit Expense Report*
    - Greyed out till box is checked
    - Is considered the digital signature of the traveler

Amount Due to Employee   361.55 USD

✓ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Return to Search   Notify   Previous tab   Next tab   Refresh

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Updating a Report

To update an existing report that *has not been submitted*

- Create/Edit Report
  - Find an Existing Value
  - Leave Criteria blank
  - Click Search

Updating a Report

Submitted reports cannot be updated by the traveler/delegate unless:

- Report is withdrawn by the traveler

- Report is returned to the traveler

  - Reminder – delegate does not receive an email when a report is returned

Tracking a Report

To locate a submitted report

- Review Report
- Search by criteria – or leave blank for all reports

Tracking a Report

Report opens on summary page
- Track progress on workflow bar
  - Green checkmark on completed "stops"
  - View approval history in details below the including Date/Time of the completed action

☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

| Submit Expense Report | Withdraw Expense Report | **Submitted On** 02/07/2018 | **Submitted By** Janice Bakken |

▼ **Approval History**

Action	Role	Name	Date/Time
Submitted	Employee	Janice Bakken	02/07/2018 1:09:00PM
Approved	HR Supervisor	Eileen Johnson	02/15/2018 1:22:32PM

| ⟳ Return to Search | ↑☰ Previous in List | ↓☰ Next in List | ✉ Notify |

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Tracking a Report

Review Report only to view

- Cannot edit/make changes when in Review Report
- Traveler cannot submit from Review Report
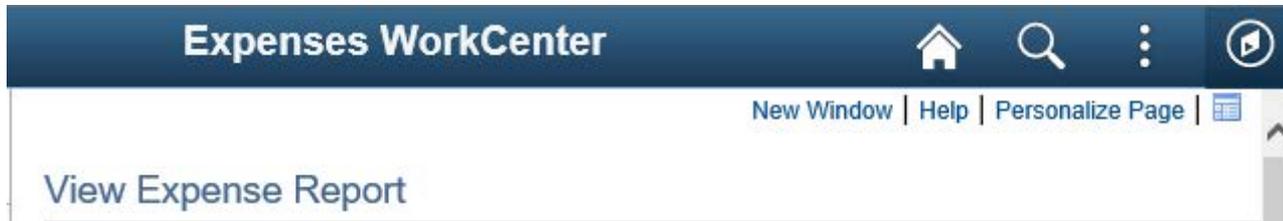
Accessed from WorkCenter

- Notifications from Review Report will put recipient into Review Report NOT Create/Edit

Accessed from email notification
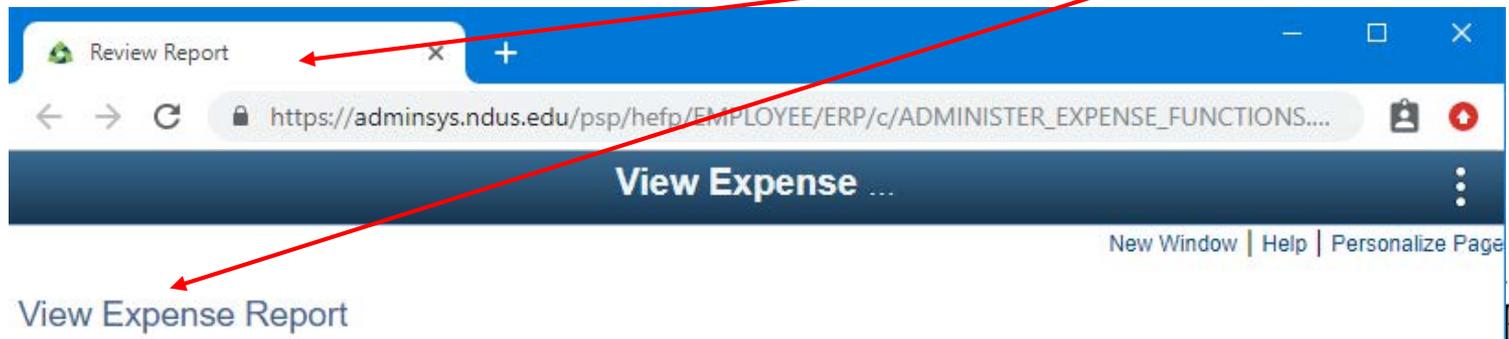
Tips/Tools – Copy an Existing Report

Short cut in the *Quick Start*:

- Select *An Existing Report*

- Copies the information from a previous expense report

- Update the expense dates and other details

Tips/Tools – Copy an Existing Report

- A list of available reports is provided
- Narrow the search by using the date fields

Copy from Existing Expense Report ✕

Help

From Date 08/07/2017 ✕ 📅   To 11/07/2018 📅   Search

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000032348	NDUS Docment Imaging Strg Cmte	Meeting	Paid	10/31/2018
Select	0000030200			Pending	10/02/2018
Select	0000020710	Controllers mtg/group training	Training	Paid	05/11/2018
Select	0000014678	Doc Imaging Steering Committee	Meeting	Pending	02/15/2018

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Tips/Tools – Copy an Existing Report

- Click a report *ID number* to see the details that will be copied.

Expense Report Detail

Help

Report Description NDUS Docment Imaging Strg Cmte
Business Purpose Meeting
Reference

Description	Merchant	Amount	Currency
Mileage In State		234.35	USD
MealsInStateTaxable (Same Day)		28.00	USD
	Total Expenses	262.35	USD

Return

Tips/Tools – Copy an Existing Report

- Click *Select* to choose a report to copy

Tips/Tools – Copy an Existing Report

- **ALL** information from the selected report will be duplicated (Attachments are not duplicated - new attachments for new report)

- Update the header information

- Update the expense lines

  - Make sure to correct the date and all other pertinent details on each expense line

  - Remove any unnecessary expense lines

Tips/Tools – Expense Type Category

Expenses ⑦
Expand All | Collapse All   Add: | 🖫 My Wallet (0) | ⚡ Quick-Fill

*Date	*Expense Type	Description
📅	▼ 🖧	←
		254 characte

Select Expense Type by Category

Expense Type Category	**Expense Type**
Bldg, Grounds, Vehicle Supply	Airfare In State
Food and Clothing	Lodging In State
IT - Communications	MealsInState (Overnight)
IT Equipment under $5,000	MealsInStateTaxable (Same Day)
In State Travel ←	Mileage In State
International Travel	Miscellaneous Non-Travel
Medical, Dental and Optical	Miscellaneous Travel
Miscellaneous Expenses	Registration Fees
Miscellaneous Supplies	Travel - Students
Moving	Travel - Team
Office Supplies	
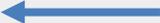
When entering expense lines

- Use the Expense Type Category icon to narrow selection. 🖧

- Example: *In State Travel*

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Tips/Tools – Quick-Fill

Create all your expense lines at one time

Expenses ?
Expand All | Collapse All   Add: | 🗐 My Wallet (0) | ⚡ Quick-Fill

*Date   *Expense Type

- Select the *Quick-Fill*
- Enter the dates for your trip

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 11/01/2018 📅   To 11/05/2018 📅

Add Expense Types:

One Day	All Days	Expense Type

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Tips/Tools – Quick-Fill

- Scroll & select expense types

- Check the box in the *One Day* column for one line and *All Days* column for multiple lines – one line for each day of travel

Tips/Tools – Quick-Fill

- Results

Tips/Tools – Copy Expense Lines

Duplicate previous expense line

- Must have at least one expense line entered

- Choose from *Actions* drop down list

Tips/Tools – Copy Expense Lines

- Select *Copy Expense Lines*

- Click *GO*

- Select Expense line to copy and date(s) to copy to

Tips/Tools – Default Funding for Report

Enter/Update funding for entire report
- Must have at least one expense line entered
- Choose from *Actions* drop down list

Tips/Tools – Default Funding for Report

- Select *Default Accounting For Report*
- Click *GO*
- May add additional lines

...Choose an Action
Adjustment Cash Advance
Apply/View Cash Advance(s)
Associate Travel Authorization
Copy Expense Lines
Default Accounting For Report
Expense Report Project Summary
Export to Excel
User Defaults

and Submit

Actions [ ]   GO

Expense Report
Accounting Defaults

Report ID 0000030200

Accounting Summary

%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
100.00	UND01	31400	3130					

Add ChartField Line   Load Defaults   User Defaults

OK

Return to Search   Notify   Previous tab   Next tab   Refresh

Tips/Tools – Default Funding for Report

- Each line is based on the percentage of the funding

Expense Report
Accounting Defaults

Report ID 0000030200

Accounting Summary

%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
100.00	UND01	31400	3130					

Add ChartField Line   Load Defaults   User Defaults

OK

Return to Search   Notify   Previous tab   Next tab   Refresh

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Tips/Tools – Using the Notify Button

As a delegate, upon completion of the report, notify the traveler the report is ready to submit
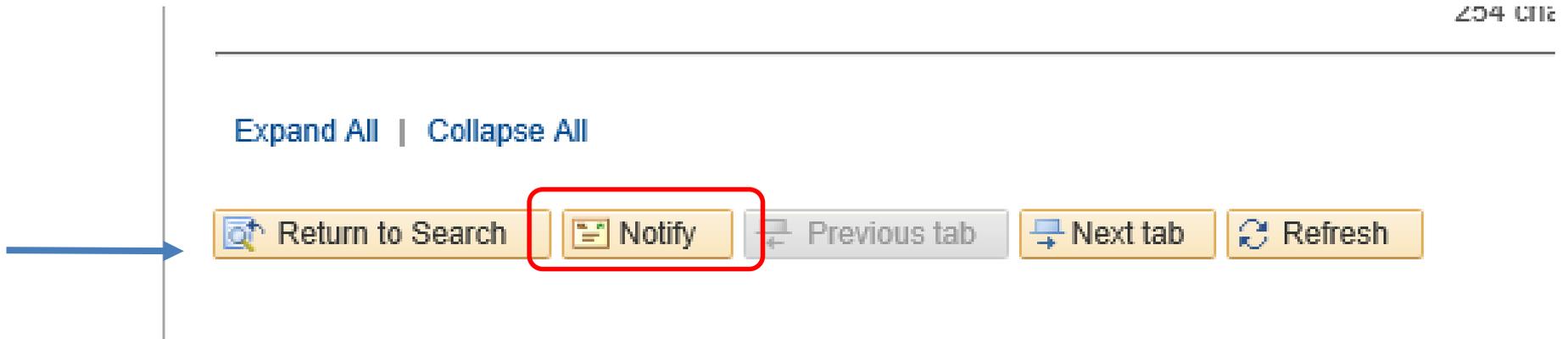
Tips/Tools – Using the Notify Button

- Clicking *Notify* opens an email template
- Enter the recipient's email address
  - a lookup is available

- Enter a subject
- Leave the Template as is (contains link)
- Enter a detailed message
  - CC to yourself is recommended

Workflow Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semicolon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

Lookup Recipient
Delivery Options
☐ RichText

To:
CC:
BCC:
Priority:
Subject: <Enter Subject here>
Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2018-11-20
Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK | Cancel | Apply

Tips/Tools – Using the Notify Button

- BE CAREFUL *Notify* is available in Create/Edit and in Review
- Sent from **Create/Edit Report** recipient **can** edit and submit when accessing from the embedded link Modify Expense Report
- Sent from **Review Report** recipient **cannot** update or submit when accessing from the link View Expense Report

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Tips/Tools – Using the Notify Button

- Create/Edit Report

- Review Report

Tips/Tools – Withdrawing a Report

To Withdraw a report

- Select *Review Report* from Expenses WorkCenter

- Use *Realtime Search* tab

  - Leave criteria blank to search all reports

  - Narrow search by one or more selected criteria

Expense Report

⊟	Create/Edit Report
⊟	Delete Report
⊟	Print Report
⊟	Review Report
⊟	Review Expense History

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Realtime Search] | Keyword Search

Search Criteria

Report ID	begins with	
Report Description	begins with	
Name	begins with	
Empl ID	begins with	
Report Status	=	
Creation Date	=	

☐ Case Sensitive

[Search] [Clear] Basic Search Save Search Criteria

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Tips/Tools – Withdrawing a Report

- Select report from list of available reports
  - All reports will show – those that have passed the HR supervisor stop cannot be withdrawn – button is greyed out
- Click *Withdraw Expense Report*

| Amount Due to Employee | 429.00 USD | Amount Due to Supplier | 0.00 |

☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

| Submit Expense Report | **Withdraw Expense Report** | Submitted On 11/13/2018 | Submitted By Eileen Johnson |

▼ **Approval History**

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Tips/Tools – Exporting to Excel

Export report details to an Excel Spreadsheet

- From these menu options:

  - Create/Entry

  - Review Report

  - Review Expense History

- Search and select a report

Expense Report
- Create/Edit Report
- Delete Report
- Print Report
- Review Report
- Review Expense History

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Tips/Tools – Exporting to Excel

- Choose an Action

  - *Export to Excel*

- Click the spreadsheet icon

Export to Excel

Help
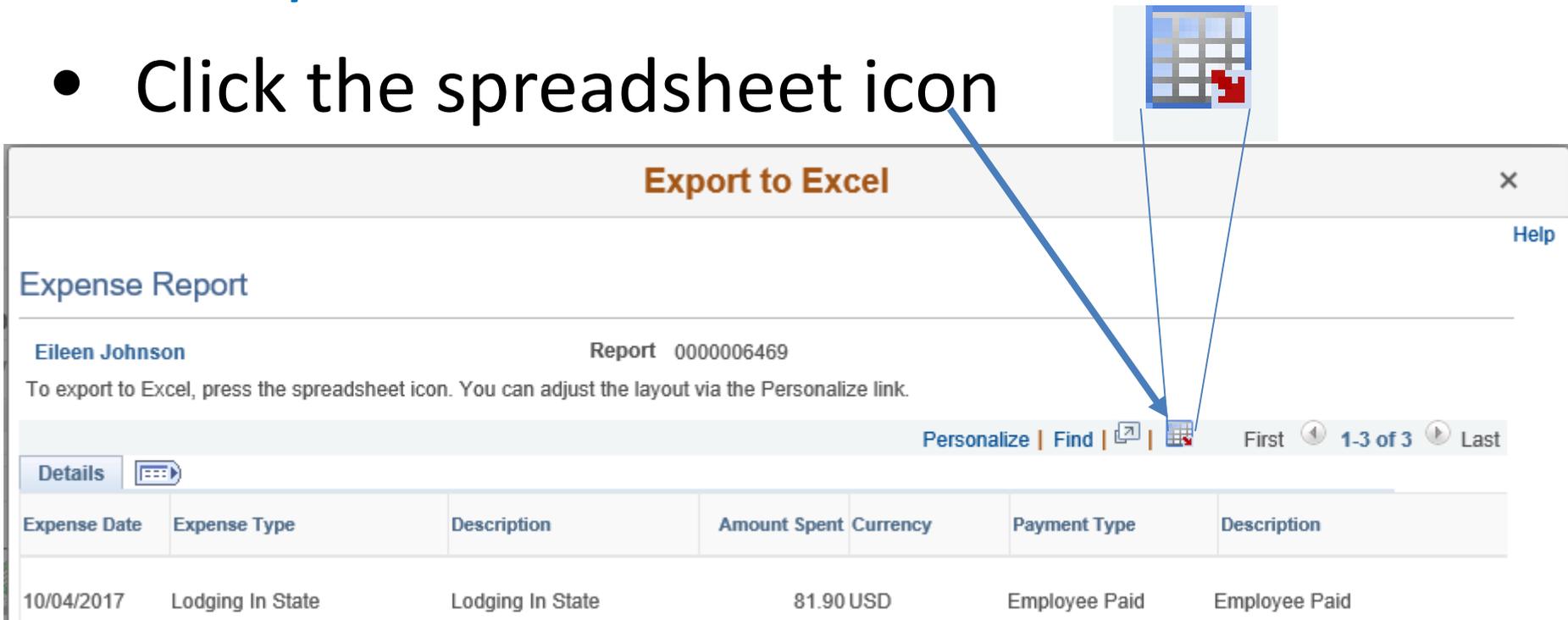
Expense Report

Eileen Johnson   Report   0000006469

To export to Excel, press the spreadsheet icon. You can adjust the layout via the Personalize link.

Personalize | Find | | | First ◀ 1-3 of 3 ▶ Last

Details

Expense Date	Expense Type	Description	Amount Spent	Currency	Payment Type	Description
10/04/2017	Lodging In State	Lodging In State	81.90	USD	Employee Paid	Employee Paid

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Tips/Tools – Exporting to Excel

- Reports details download to an Excel spreadsheet

	A	B	C	D	E	F	G	H	I
1	Expense Date	Expense Type	Description	Amount Spent	Currency	Payment Type	Description	Billing Type	Description
2	10/4/2017	Lodging In State	Lodging In State	81.9	USD	Employee Paid	Employee Paid	General	General
3	10/4/2017	MealsInState (Overnight)	MealsInState (Overnight)	17.5	USD	Employee Paid	Employee Paid	General	General
4	10/4/2017	Mileage In State	Mileage In State	262.15	USD	Employee Paid	Employee Paid	General	General

	J	K	L	M	N	O	P	Q	R
1	Description	Non-Reimb	No Receipt	Location	Originating Location	Preferred Merchant	Non-Preferred Merchant	Ticket Number	Nbr of Nights
2	Document Imaging Steering Committee meeting	N	N	BISMARCK	GRAND FORKS		Ramada		1
3	No breakfast or lunch - not claiming meals on 10-5. lunch was provided that day.	N	N	BISMARCK	GRAND FORKS				
4	round trip Grand Forks to Bismarck back to Hatton. 275 + 215	N	N	BISMARCK	GRAND FORKS				

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1	Transportation ID	Miles	Rate	Passengers	Originating Location	Per Diem Range	Amount Spent	Currency	Amount Spent	Currency	Exchange Rate	Dflt	Reimburse Amt	Currency
2					GRAND FORKS		81.9	USD	81.9	USD	1	Y	81.9	USD
3					GRAND FORKS		17.5	USD	17.5	USD	1	Y	17.5	USD
4	CINST	490	0.535		GRAND FORKS		262.15	USD	262.15	USD	1	Y	262.15	USD

Troubleshooting – Lodging Expense

Lodging Expenses

- Red Flags

- Red Triangle

10/02/2018

MN

| | 10/02/2018 | Lodging Out of State | ▼ | 254 characters remaining | Employee Paid | ▼ | 2,000.00 |

Receipt Split

Itemize Hotel Bill

Billing Type General

Originating Location GRAND FORKS ND

Location MINNEAPOLIS MN

Number of Nights 1

Merchant ○ Preferred ● Non-Preferred

Marriott

☑ Default Rate   Exchange Rate   1.00000000

☐ Non-Reimbursable   Base Currency Amount   2,000.00

☐ No Receipt

▼ Accounting Details ?

Chartfields											
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Proje
2000.00	UND01	2000.00	USD	1.00000000	521075	31400	3130				

Troubleshooting – Lodging Expense

Lodging Expenses

- Click Red Triangle

- Justification for exceeding the authorized amount

Authorized Amount by Location ✕

He

Expense Report

Authorized Amount Exceeded

Eileen Johnson   Report ID 0000030200

Expense Type Location Limit Exception

Authorized Amount	173.65 USD
Transaction Amount	2,000.00 USD

The authorized amount for expense type Lodging Out of State in MINNEAPOLIS has been exceeded on line 3. Please provide an explanation as to why.

OK

10/02/2018 [📅] Lodging Out of State ▽ [🔧]

254 characters remaining

[▽] [🚩]

[🔳] Receipt Split

*Billing Type General ▽

[🏨] Itemize Hotel Bill

*Originating Location GRAND FORKS [🔍] ND

*Location MINNEAPOLIS [🔍] [⚠]MN

*Number of Nights 1

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Troubleshooting – Autocomplete

Default Location is changing

- Default location in the header or on subsequent expense lines is changing to another state

Report 0000030200 Pending   MN

Default Location MINNEAPOLIS 🔍

📎 Attachments

- May change to the first alphabetical option

Search Results

View 100	First ◀ 1-2 of 2 ▶ Last		
Expense Location	Description	Country	State
A9617	MINNEAPOLIS	USA	KS
B3967	MINNEAPOLIS	USA	MN

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Troubleshooting – Autocomplete

- To avoid, turn off the Autocomplete in your profile
- Click the NavBar Icon
  - (upper right corner)
- Scroll down to My Preferences

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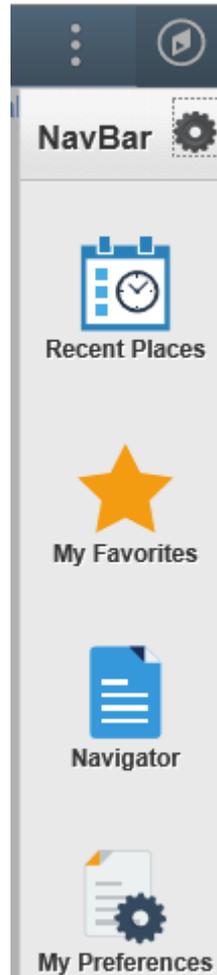
Troubleshooting – Autocomplete

- Expand *Navigation Personalizations*

- Set *Autocomplete* to "No"

Troubleshooting – Approving a Report

- Approve buttons is greyed out
  - How is the approver accessing the report?
  - From the email link?
    - We recommend logging into the WorkCenter to access Approve Transactions

Troubleshooting – Approving a Report

- Within the Expenses WorkCenter

- Select Approve Transactions

- View the list of transactions requiring your approval

Troubleshooting – Approving a Report

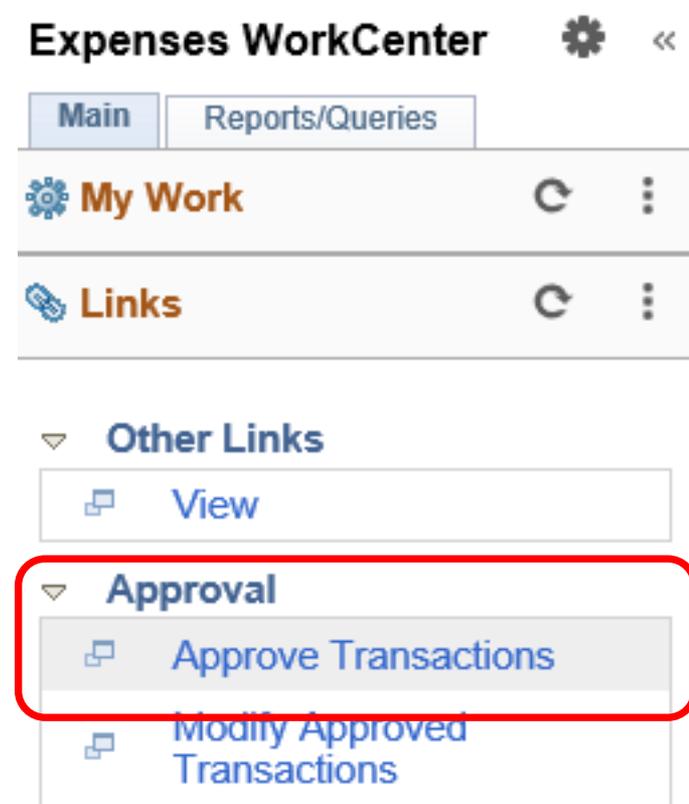- View the list of transactions requiring your approval

Transactions to Approve ⑦

Risk	**Transaction Type**	**Total**	**Unit**	**Name**	**Employee ID**	**Description**	**Transaction ID**	**Date Submitted**	**Status**	**Role**
	Expense Report	566.60	USD		7011669	American College of Surgeons	0000031732	11/08/2018	Approvals in Process	Pre Pay Auditor
	Expense Report	689.73	USD		7009735	October Travel	0000031793	10/25/2018	Approvals in Process	Pre Pay Auditor
⚠	Expense Report	282.92	USD		0127616	Fedex Scholarship Rollout	0000031905	10/25/2018	Approvals in Process	Pre Pay Auditor

- Double click a report to select and approve

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Troubleshooting – Approving a Report

- Report must have a valid budget status to approve

Business Purpose	Meeting		Re
Description	October Travel		Cre
Reference			Last Upd
*Accounting Date	11/16/2018		Accounting Temp
→ Budget Status	Valid	Budget Options	Budget Checking comp

- Budget checking process runs three times a day (7:15 am, 11:15 am, and 3:15 pm)

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Troubleshooting – Approving a Report

- Not Budget Checked

- Approve button greyed out

Troubleshooting – Approving a Report

- Error in Budget Check

- Approve button greyed out

Troubleshooting – Approving a Report

- Error – Review expense details funding
  - Correct the funding error
  - Or return to have the traveler/delegate correct the error

Business Purpose	Conference			Re
Description	AAMC Meeting Expenses			Cre
Reference				**Last Upd**
***Accounting Date**	11/16/2018 🗓			**Accounting Tem**
Budget Status	Error in Budget Check		**Budget Options**	Budget Checking is re

Troubleshooting – Approving a Report

- Accounting date is in a previous month
- Defaults to date submitted

Business Purpose	Employee Non-Travel	Report	0000027074 Submitted for Approval
Description	lab supplies	Created	08/10/2018 Kim Dickman
Reference		Last Updated	11/28/2018 Eileen Johnson
*Accounting Date	08/10/2018	Accounting Template	STANDARD
Budget Status	Valid	Budget Options	Budget Checking completed. Report is ready for Approval/Posting.

Action	Role	Name	Date/Time
Submitted	Employee	Elizabeth DeMontigny	08/10/2018 1:53:03PM

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Troubleshooting – Approving a Report

- Accounting date highlighted

Business Purpose		Report	0000027074	Submitted for Approval
Description		Created	08/10/2018	Kim Dickman
Reference		Last Updated	11/28/2018	Eileen Johnson
*Accounting Date	08/10/2018	Accounting Template	STANDARD	
Budget Status	Valid	Budget Options	Budget Checking completed. Report is ready for Approval/Posting.	

- Change accounting date to current date
- Report will need to be budget checked again

Troubleshooting – Approving a Report

- Option 1
  - Save changes

  - Budget check will run at scheduled time
  - Report can then be approved

Troubleshooting – Approving a Report

- Option 2

  - Process a budget check

*Accounting Date	11/28/2018 📅
Budget Status	Not Budget Checked Budget Options ⬅

- Click Budget Options

- Select Budget Check

Commitment Control Details

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Not Budget Checked
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0009625683
Commitment Control Tran Date	08/10/2018
	☐ Override Transaction

[**Budget Check**] ⬅

Go to Transaction Exceptions   Go To Activity Log

[**OK**] [**Cancel**]

Troubleshooting – Approving a Report

- Click OK

Commitment Control Details

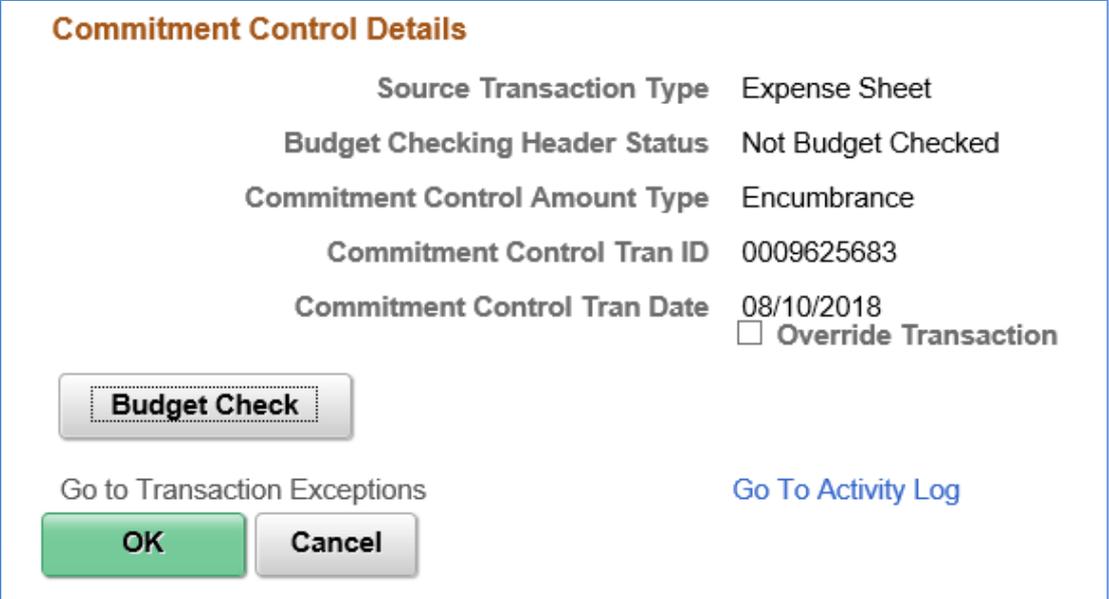|	
Source Transaction Type	Expense Sheet
Budget Checking Header Status	Not Budget Checked
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0009625683
Commitment Control Tran Date	08/10/2018

☐ Override Transaction

Budget Check

Go to Transaction Exceptions   Go To Activity Log

OK   **Cancel**

- Budget check process will run

- Updated status will be displayed

Budget Status   Valid   **Budget Options**   Budget Checking completed. Report is ready for Approval/Posting.

UNIVERSITY OF NORTH DAKOTA

Questions???

CONFUSION
You're not making any sense at all.

Thank you for coming and have a great week!