

June 1, 2008

To all CNS Telecommunications Customers:

Fiscal Year-End Closing procedures require attention to certain items. The following items will help smooth the transition to the new Fiscal Year. Please be advised of the following:

- Purchase Orders will be required.** When setting up your Purchase Order in PeopleSoft please note the following information;
CNS Telecommunications Vendor ID # 0000002055
CNS Telecommunications Category Code: 83111500
Distribute by: AMT
CNS Telecommunications Account Codes:
722100 Basic Line Service
722150 Long-Distance
722120 Install/Maint/Repair
Please also include your corresponding eight digit CNS CUSTOMER NUMBER in the description field.
This number can be found in the top right of your monthly invoice next to Customer.
There is also a Template available if you prefer. Instructions on this can found on the Human Resources Website under Training –My UFL- Instruction Guides - Paying Certain UF Departments Using Item Templates
- Make sure we have 2 contact people per customer number currently receiving the e-mail notification that monthly invoices are ready to review. If you need to check or change this information please request this via e-mail to TELACCT-L@LISTS.UFL.EDU
- Remember invoices for June services will be billed in July.
If you are paying for services from funds that will require F&A to carry forward funds, please refer to the Purchasing and Disbursement Services year end memo dated 5/14/2008, and notify Telecom. These funds will roll into your Carry Forward budget, but a PO will not be created automatically by purchasing. Customers must create a new PO to cover the June 2008 services billed in July 2008 through the May 2009 services billed in June 2009. This will equal 12 payments in one year on this new PO.
- Inform us immediately of any special request or instructions concerning processing your June or July invoice(s). If your department's Purchase Order is on C&G funds, or Auxiliary funds your P.O. will roll into the next fiscal year with the same P.O. number. If you have E&G funds you will need to refer to the Purchasing and Disbursement Services year end memo dated 5/14/2008.
- Please make sure the customer number for your account is current (No outstanding invoices). If the customer number is not current this may delay new services requested.
- If you have any problems or questions, please contact Cheryl Wetherington, Carmen Freytes or Matt Deprospero at 392-2061.