

Computing & Networking Services

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June 1, 2007

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: Please note that the Installation account code has changed and there is no longer a Maintenance account code. Please refer to the DDD memo "CNS-Telecommunications Rates for FY '07-'08" dated 5/14/2007.
722100 Basic Line Service
722150 Long-Distance
722120 Install/Maint/Repair (New Account Code)
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 Bridges Website under Training - Instruction Guides - Paying Certain UF Departments Using Item Templates
- Remember CNS Telecommunication bills for June services in July. Please note one month of maintenance charges for June Services will be billed in July under the new account code 722120.** This will be the final month of maintenance fees. The next 11 months will be billed according to the work order time and materials via the new Telecom Rates.
- 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 5/2/2007, and notify Telecom. Please note that there is a change from last year. F&A will roll any money marked on your old PO as carryforward into your CYFWD budget. You will then need to set up a new PO with current budget for CNS-Telecom services for a total of 12 payments in the year (June services – May services).**
- 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**
- Inform us immediately of any special request or instructions concerning processing your June or July invoice(s).**
- 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.**