

July 1, 2009

To all CNS Wallplate Customers:

**Please be advised of the following changes for the new Fiscal year 2009-2010:**

1. Purchase orders will no longer be created in PeopleSoft for our services. Computing & Networking Services will have a custom form within the MyUFMarket which you will use to provide ChartField information for each of the services that you purchase through us.
2. In order to provide a smooth transition, CNS captured the ChartField information from your most recent purchase order(s).
3. Please review the current ChartField values that we have for each service by using the following instructions; Go to our website <http://telecom.cns.ufl.edu/> Click on Telecom Invoices and log in using your Gatorlink ID and password. Click on Reports, and a list of ChartField values for each service by customer number will appear. Only the customer numbers that you are a contact for will appear on your list. Verify that we have the correct ChartField values, and if so no further action is needed. If we do not have a valid ChartField string for each of your customer numbers, or if you need to make a change navigate to the MyUF Market.
4. Once in the MyUF Market an Internal Service Provider (ISP) form for Computing Networking Services must be submitted, and you will be asked to provide your CNS Customer Number. If you need to provide special ChartField values for a one-time request, such as a work order or equipment purchase, that is different than your default ChartField values, you can do that within the MyUFMarket by including a work order number on the form. If you created a PO last fiscal year for a specific work order, and have not been billed yet for that service, then you must submit a new form in the MyUF Market with that specific work order number.
5. Since there are no Purchase Orders being created, CNS invoices will no longer be vouchered within the PeopleSoft Accounts Payable System. The charges will be processed via General Ledger uploads directly against your ChartField values.
6. Instructions on how to view the journal in PeopleSoft once we have billed will be available on our website <http://telecom.cns.ufl.edu/> under Accounting Information.
7. Verify your department currently has 2 contact people, per customer number receiving the e-mail notification monthly invoices are ready to review. If you need to check or change this information please request this via e-mail to [cnsbill@cns.ufl.edu](mailto:cnsbill@cns.ufl.edu)
8. Please be aware that if you have current state funds on a purchase order those funds will roll into a carryforward status. When reviewing your ChartField information please note that we have taken the ChartField string directly from the PO and the budget status will not change automatically to carryforward in our system.
9. Please make sure the status of your account is current (No outstanding invoices). If the customer number is not current this may delay new services requested.
10. If you have any problems or questions, please contact the CNS Telecommunications Accounting Staff at 273-1318.