

# CUFS 2000

# NEWSLETTER

College University Financial System – July 2005

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### Upcoming Info Exchange

Heads up everyone! Fiscal year '05 will soon be ending as fiscal year '06 rolls in on September 1<sup>st</sup>.

To help ensure a smooth fiscal year end, Financial Systems is hosting an Information Exchange where representatives from Central Administration will discuss the closing calendar for fiscal year 2005. You should find this helpful in understanding and meeting important deadlines over the next few months. The Fiscal Year End Calendar will be attached to next month's newsletter.

Information Exchange meetings will be held on both campuses. Remember, **registration is not required**, so please mark your calendar and join us.

#### Chicago Campus

Tuesday, July 26, 10:00AM – Noon  
Wieboldt Hall, Room 407

#### Evanston Campus

Thursday, July 28, 2:00 – 4:00PM  
Tech M345

### News From ASRSP

**Please note:** Journal entries or payroll adjustments from the Medical School should **ALWAYS** be approved by the Medical Finance Office before they are sent to Accounting Services for Research Sponsored Projects (ASRSP) for approval. This will prevent any delay in the process.

If you have any questions, please contact the ASRSP office at extension 1-3385.

### “Vendor Has Been Placed On Hold” Error Message

Have you recently come across the error message “Vendor Has Been Placed On Hold” while processing a PD? Purchase Order Processing Services (POPS) regularly updates vendor codes and sometimes places specific codes on hold. An alternative vendor code may be available. Here is how you find it:

1. Pause your purchase order to go to the VENB table (“p venb” in Function).
2. In the VENB table, tab to the Vendor field, type the entire vendor code you are attempting to use without the suffix, and press <Enter>.
3. Look in the Comment field (half-way down the left column) and see if POPS has provided another code to use (i.e., it will show the year the change was made and perhaps a suggestion, “USE NEW # 0304118855 0”).
4. If there is not a different code offered, continue to press <Enter> to look for separate addresses, or suffixes, in VENB.

Alternately, you can go to VENA and search for Vendor by name to look for valid codes. If no other vendor code is available for the company or person, you can add the vendor by request through POPS. The Vendor Code Request form for companies is found here:

<http://www.northwestern.edu/finsys/forms/vrequest.pdf>.

The form for individuals is found here:

<http://www.northwestern.edu/finsys/forms/vreques1.pdf>.

## Upcoming Lab Classes

**July 20, 2005 - Chicago**

**9:00 am Weinberg Informatics Lab  
Tarry Room 1-726**

### **Accounts Payable on Send-Backs & Credit Memos**

Understanding Accounts Payable  
Send-Back Forms and getting credit  
for your Credit Memos.

**July 29, 2005 - Evanston**

**9:00 am Parkes Hall Room 127**

### **Accounts Payable on Send-Backs & Credit Memos**

Understanding Accounts Payable  
Send-Back Forms and getting credit  
for your Credit Memos.

**August 3, 2005 – Chicago**

**9:00 am Weinberg Informatics Lab  
Tarry Room 1-726**

### **Blanket Entry & Modification**

Review of Blanket Order data entry  
and how to modify Blanket Order  
encumbrances.

**August 12, 2005- Evanston**

**9:00 am Parkes Hall Room 127**

### **Blanket Entry & Modification**

Review of Blanket Orders data entry  
and how to modify Blanket Order  
encumbrances.

**August 17, 2005 – Chicago**

**9:00 am Weinberg Informatics Lab  
Tarry Room 1-726**

### **Purchase Order Entry & Receiver (RC) Entry**

Refresher course on how to setting up  
Purchase Orders and Receiver  
Documents.

**August 26, 2005- Evanston**

**9:00 am Parkes Hall Room 127**

### **Purchase Order Entry & Receiver (RC) Entry**

Refresher course on how to setting up  
Purchase Orders and Receiver  
Documents.

**To register for classes use the  
registration form at**

**<http://www.northwestern.edu/finsys/training/form.html> or call the CUFS  
Helpline at 7-3777.**

## Annual Petty Cash Verification Process

### What is Petty Cash?

A petty cash fund is a small amount of currency issued and held by a department to cover payments of day-to-day miscellaneous purchases and postage charges.

Petty cash funds are to be maintained on an imprest basis, which means the amount of the fund remains constant. Currency and coin plus petty cash receipts in the fund must always equal the authorized amount of the fund.

Petty cash disbursements may be made for:

- Incidental Purchases.
- Freight, C.O.D.'s, postage due.
- Authorized local travel or entertainment under \$50.00 and food purchases under \$50 with proper documentation provided, including business purpose of the event. Note that tax may not be reimbursed for purchase of food and incidentals from local vendors or grocers.
- Payment of research participants up to \$50 cumulative for the calendar year (with prior grant authorization from Accounting Services for Research and Sponsored Programs (ASRSP)). For more information, see the Paying Individuals web site at <http://nuinfo.northwestern.edu/finsys/payment/paypeop.htm>.

### What is the Annual Verification Process?

Petty Cash funds are verified on an annual basis by the department head or designee. Each year, (in May or June), a verification form is sent by Accounting Services. The department head or designee must verify and *reconcile* the fund. Under no circumstance should the *custodian* verify the fund. The annual verification form should be returned to Accounting Services, 619 Clark, Evanston Campus.

### Who should I contact for more information?

Review the "Cash Handling Policies & Procedures" found at <http://www.northwestern.edu/finsys/polcydoc/bursar/cashmanual.doc>. If you have additional questions, please contact Elizabeth D. Gladic at [e-gladic@northwestern.edu](mailto:e-gladic@northwestern.edu), or call 847-491-5338.

## Purchase Order Reminders

Purchase orders are set up to pay for blankets, invoices, placement of new orders, and reimbursements. There are a few things to keep in mind when setting up new purchase orders. Dell Computer orders are set up in the form of a blanket order on the commodity line page. Invoices and items should be separated on individual commodity lines, especially when it comes to software purchases. It is advisable to itemize the quantity, part number, product description and price rather than only referencing a quote number. This will provide better software license tracking as well as expedite your software order with the vendor.

If you have questions regarding how to set up purchase orders for specific items or services, lab sessions on Purchase Order Entry will be provided on both Chicago and Evanston campus on August 17 and August 26 respectively. You can register at <http://www.northwestern.edu/finsys/training/training.html>.