

CUFS 2000

NEWSLETTER

College University Financial System – January 2006

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Helpline 847-467-3777
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New Staff Member at Financial Systems

Our newest Financial Systems Trainer, Gaby Amador, joined us on October 31st. She has been with the University eight years and has a BA in English from NU. Prior to joining Financial Systems, Gaby was the Department Assistant for the Law School's Office of Admission. Gaby is becoming well acquainted with the CUFS Helpline. Please join us in welcoming Gaby to our team.

New Tax Exemption ID Number

Northwestern University has been issued a new tax exemption identification number: E9990-4055-05; it will be valid until June 1, 2010. This tax exemption is to be used exclusively to make Northwestern University purchases. Personal purchases are not allowed.

The tax exemption letter is not accepted by all vendors. Should vendors require an official certificate with the Seal of The State Of Illinois, Purchasing Resource Services will fax the certificate to the vendor. If you need a copy of the original seal letter faxed to a vendor, please call Purchasing Resource Services at (847) 491-8120 or fax request to (847) 491-3849. For one time use only, the tax exemption letter can be found at the following website:

<http://www.univsvcs.northwestern.edu/Purchasing/taxletter.html>.

Mileage Rate Decrease

Effective January 1, 2006, the Private Automobile Mileage reimbursement rate is decreasing from 48.5 cents per mile to **44.5** cents per mile.

Printing View Direct Reports

If ViewDirect reports cannot print to your local printer, it could be that the Plug-in Download for the application wasn't loaded. To load it, close the ViewDirect window to log off. Next, delete all of your Temporary Internet Files by selecting Internet Options under Tools in your Internet Explorer menu bar.

Now, log onto ViewDirect again. When you select PRINT icon on the report you want to print, the original webpage that lists all your accounts should have a message on the gray area above the yellow screen. The message will indicate the plug-in ActiveX that is required to be downloaded in order for your reports to print. By double clicking on the message, a window will pop up asking you if you would like to continue downloading the plug-in. Select YES to download. The window is slow to open up, so give it a little time. Once the download is completed, the Print window should pop up. You may select to print all the reports you have access to, the current report you are reviewing, or just the current page you see.

CUFS Log In Screen

Previously on the CUFS sign on screen, you could attempt to log in as many times as needed before successfully logging into CUFS. Starting January 15, 2006, the number of tries you can attempt to log in on this screen will be limited to five. After five failed attempts, your CUFS password needs to be reset. Please contact the CUFS Helpline at 7-3777 for password resets.

(Note) The ITCS log on screen is unchanged. It will still suspend your ID after three attempts.

Upcoming Lab Classes

January 6, 2006 – Evanston
9:00 am Parkes Hall Room 127
Creating Purchase Orders

A review on creating new Purchase Orders and using shortcuts that will speed up the process.

January 12 - Chicago
9:00 am Weinberg Informatics Lab
Tarry Room 1-726
Navigating & Cleaning Up
Suspense File

Searching for all purchase orders and receivers still in suspense file and what to do in order to be rid of unnecessary documents.

January 20 - Evanston
9:00 am Parkes Hall Room 127
Navigating & Cleaning Up
Suspense File

Searching for all purchase orders and receivers still in suspense file and what to do in order to be rid of unnecessary documents.

January 26 - Evanston
9:00 am Parkes Hall Room 127
Purchase Order Tracking

Refresher course on how to find your PDs in SUSF and approve as needed; as well as review accepted purchase orders and their payments.

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.

Purchase Orders That Require Receivers (RCs)

All purchase orders that still need Receivers cannot be paid until the Receivers are processed. When creating a purchase order (PD), the REC REQ field has three options: N (no), Y (yes), or blank. The default is Y (yes) when the field is left blank. Purchase orders that have been set up REC REQ = Y or blank, require a Receiver document (RC) to be processed when the goods/services have been received.

ViewDirect provides the FM324 Daily Receiver Report, which lists all the purchase orders that have been invoiced and are in need of receivers. You can view all purchase orders that still need receivers in the RCGN table of CUFS. Once logged in, go to the RCGN screen and type in the REFERENCE PO field: **PD** followed by the first three letters of your PDs, and clear out the rest of that field. Then press <ENTER>.

For example, REFERENCE PO = PD FIS_____

Or REFERENCE PO = PD ABC_____

Or REFERENCE PO = PD MDL_____

Then press <ENTER>.

Here is a sample:

FUNCTION:	*** (RC) GENERATION ***	06/02/05	CONL	V652	0	RCGN
REFERENCE PO=	PD ABC	RC AREA:		RC NUMBER:		
RECEIVED BY:				RC DATE:	06 02 00	
CLEAR ALL:				CARRIER CODE:		
FREIGHT BILL #:				ORDERED AMOUNT:	1,679.00	
PO CLOSE DATE:				RECEIVED AMOUNT:	0.00	
VENDOR CODE:	V112724281 D			INVOICED AMOUNT:	1,679.00	
VENDOR NAME:	GLOBAL COMPUTER SUPPLIES	AREA/ORG:	116 0413			
PO: LINE #	QUANTITY	UNIT COST	UNIT	CAT NUMBER	QTY RCVD	
=====	-----	-----	-----	-----	-----	
				DESCRIPTION		
001	1.00	1,679.000	EA	ZCC33721	0.00	
				HP 4050TN,1200DPI,16MB,HP PCL6/POSTSCRIPT2, 65,000DUTY CYCLE		
RC: LINE #	QUANTITY	SP COND	P/F	COMMODITY CODE	ITEM	
001	1.00					
						LEAF TO/PROCESS RECEIVER?

RCGN will show you PDs that need receivers, regardless of whether the order has been invoiced or not. So, as you look through RCGN, take note of the fields over the right side of the screen that state: Ordered Amount, Received Amount, Invoiced Amount. If the Invoiced Amount field is filled in, then you know that Accounts Payable has entered an invoice and you need to process the receiver. Only then will a check be created for payment.

Once you have found an order that needs a receiver, follow the instructions for Processing Receiver Documents found in Chapter 9 of your CUFS2000 Manual; or refer to the online Visual Aid: <http://www.northwestern.edu/finsys/basedocs/receiveraid.pdf> to complete the receiver.

Purchase Orders \$25,000.00 and Over

As of December 1, 2005, the combined single SSJ/Bid Documentation Form is no longer valid. Going forward, every purchase order of \$25,000 or more will need to be accompanied by either the Bid Documentation Form (BD-1) or the Sole Source Justification Form (SSJ-1).

Find out all about the Bid Process as well as the different forms on the Purchasing Resource Services website: <http://www.univsvcs.northwestern.edu/Purchasing/index.html>.