

CUFS 2000

NEWSLETTER

College University Financial System – January 2007

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New Financial System Trainer

Ray Bieniasz joined the Financial System team on January 8th as a Financial System Trainer. Ray worked at the Norris University Center for the past three years as an Accounting Assistant, gaining experience on CUFS Financial System as well as entering IV's for a recharge center. Ray graduated with a Bachelor of Arts Degree from Columbia College and is a resident of Chicago.

Info Exchange Meetings

Don't miss out on this great opportunity! You will meet many central administration staff members and gain valuable information about the Financial Business processes.

The Info Exchange Meetings will be held at the following locations for both Chicago and Evanston campuses. Registration is not required.

Chicago Campus

Wednesday, January 31, 2007
2:00 pm – 4:00 pm
Lurie Building 1st Floor
Hughes Auditorium

Evanston Campus

Tuesday, February 1, 2007
2:00 pm – 4:00 pm
Tech L361

Mileage Rate Increase

Effective January 1, 2007, the rate of reimbursement using privately owned vehicles increased from \$0.445 to \$0.485 based on U.S. Federal Government Reimbursement rates.

News From ASRSP

Effective February 15, 2007, ASRSP Accounting Services for Research Sponsored Programs) – Chicago office will start approving the following transactions in CUFS:

1. **Travel PD's:**
Object Codes: 6765 & 6770
Required Documentation: T & E (Travel & Entertainment Report) plus receipts.
2. **Consulting Services:**
Object Code: 5010
Required Documentation: Contracted Services Form and an invoice.
3. **Equipment:**
Object Codes: 7560 & 7570 if the purchase order is more than \$25,000.00, a Sole Source Justification Form and Bid Documentation showing quotations must be submitted.
4. **Research Subject Fees**
Object Code: 8660
Required Documentation: Purchase Requisition

Starting February 15th, 2007, for Areas 370 and 390, the required documentation for the transactions listed above can be sent directly to the ASRSP Chicago office at 750 N. Lake Shore Drive Rubloff 7th floor, to the attention of either **Melody Gorden** (ext. 3-1157) or **John O'Dwyer** (ext. 3-0835). The **ASRSP Fax # is ext. 3-0873**.

Host Explorer (Old CUFS Access Mac & PC)

Host Explorer connections will be discontinued on February 7, 2007. To access the CUFS system, go to the Web Connect link: <https://nuadmin.its.northwestern.edu>. The preferred browser is Internet Explorer (IE) on PC and Safari on Mac OS 10.3.9 and above.

Upcoming Lab Classes

January 31 - Chicago

9:00 am Weinberg Informatics Lab

Tarry Room 1-726

Purchase Order Modification

A review on PD modifications, including changing account numbers and commodity line amounts.

February 8 - Evanston

9:00 am Parkes Hall Room 127

Purchase Order Tracking

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

February - Chicago

9:00 am Date and Location TBD

Purchase Order Tracking

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

February 23 - Evanston

9:00 am Parkes Hall Room 127

Budget Tracking

A review of CUFS Budget tables including Appropriation, Expense Budget Inquiry, Revenue Inquiry, and Online General Ledger.

February - Chicago

9:00 am Date and Location TBD

Budget Tracking

A review of CUFS Budget tables including Appropriation, Expense Budget Inquiry, Revenue Inquiry, and Online General Ledger.

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 Order Payment Terms

The printed purchase order form has been adjusted to consistently show the 45 day payment terms on both the front and the back of the form. As of 1/24/2007, the payment terms on the front of the Purchase Order will be 45 days.

This change will not affect the payment process here at NU. That is, it is not meant to suggest that NU used to pay invoices within 30 days and now will wait until 45 days. Instead the change should create a more realistic expectation for vendors regarding the longest period of time they may have to wait for payment. Payments have always been made as quickly as possible and that will continue to be the case.

As a reminder, there are several things that have to be done for the payment process to go smoothly and occur in a timely manner:

- Please make sure a detailed, approved and accepted purchase order is in CUFS.
- Please make sure the invoice references the correct PO number and is sent directly to Accounts Payable.
- Please make sure a receiver document is done in CUFS in a timely manner after receiving the product.

Important Tax Information From Accounting Services

The university receives and sends many tax forms, especially this time of year. A list of contacts for the various tax forms is listed below.

Tax forms received by the university:

W-9: Request for Taxpayer ID or

1099-MISC: Miscellaneous Income or

1099-DIV: Dividend Income Kim Miller, Accounting Services, 1-4725, fax 7-7261

Tax forms sent by the university:

1099-MISC Miscellaneous Income Accounting Services 1-5337

W-2 Statement of Wages Payroll Office 1-7362

1098-T Tuition Payments Statement Student Accounts 1-5224

1098-E Student Loan Interest Statement Student Loans 1-3125

1099-MISC are issued by the University to individuals reflecting cumulative payments for services, royalties, or awards totaling \$600 or more for the year. They are generated by CUFS to individuals with a vendor code beginning with "IA" and payments charged to a taxable object code. **Object codes that are taxable have a number indicator in the OBJT table under the column "1099."** Both the vendor and the object code must have a tax indicator for a 1099 to be generated. **Reimbursements of expenses are not taxable and should be paid on a non-taxable object code**, such as 5015 Professional Services Reimbursement or 6710 General Travel. Contact Accounting Services 1-5337 with questions.

Project Café News

With our expanded scope, Project Café has been busy working on many different fronts. In February we'll begin viewing demos of a third-party shopping tool for web-based procurement and will hold design sessions for FAMIS, our new facilities management tool. We're also moving forward with Cognos Planning, our new budgeting system, and getting ready for our implementation of InfoEd (used for sponsored research pre-award administration) starting in July.

Visit the Project Café website at:

<http://cafe.northwestern.edu/cafe/project/home.do>