

CUFS 2000 NEWSLETTER

College University Financial System – March 2007

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New Location for Chicago Lab Sessions

Chicago Lab Sessions have a new home. The new location is in the Rubloff Building, Pritzker Legal Research Center, 357 East Chicago Avenue, Law Library, Main computer lab, I.203. A valid Wildcard is needed to enter the Law Library. You must also sign in at the circulation desk.

How to Handle Credit Memos

Most vendors issue an invoice the day they provide goods or services. If those goods are later returned, it is important to pay the original invoice for the returned goods and receive a credit memo, which will offset the payment. Here is a check list of what to do once a credit memo is received:

1. Make sure original invoice (and any invoices for replacement goods) are **paid in full. Do not deduct the credit from the next invoice you send Accounts Payable.**
2. Call the vendor to confirm that the credit memo is still open.
3. If the credit is open, please mark the **credit memo** as follows:
OK to apply against PD# _____
Signature _____ Date _____
4. Forward the authorized credit memo(s) to:
Accounts Payable Dept.
Attn: Marvetta Welch
2020 Ridge Avenue
Evanston Campus

For a complete understanding of credit memos, refer to the following link:
http://www.northwestern.edu/finsys/accounts_payable/creditmemo.pdf

Vendor Placed on Hold?

If you get the error message, VENDOR HAS BEEN PLACED ON HOLD, use the Vendor table, VENB to find out why. The lower portion of the screen will display Hold: N and the Sort Name will display Do Not Use. Look to the Comments field for reference to another vendor code or suffix to use. If this is not listed, press enter to scroll through the list to find an available code for this vendor.

If there is no other vendor code available, contact the POPS department for further assistance at 7-2696.

If you were modifying a purchase order and got this error message, contact the POPS department for further assistance at 7-2696. As a reminder, a vendor code cannot be modified on an accepted purchase order.

Vendor Code Request Form for Companies
<http://www.northwestern.edu/finsys/forms/vrequest.pdf>

Vendor Code Request Form for Individuals
<http://www.northwestern.edu/finsys/forms/vrequest1.pdf>

CUFS User Access

CUFS access for anyone who is leaving the department or the University must be terminated. Please notify ITCS Security Managers, Lori Blum or Gitta Peragowits, and Training and Security Manager, Luanne McMillen, to have user access deleted from the system.

Lori Blum:
lori-blum@northwestern.edu

Gitta Peragowits:
gitta@northwestern.edu

Luanne McMillen:
l-mcmillen@northwestern.edu

Upcoming Lab Classes

March 30 - Chicago
9:00 am Law Library –
Rubloff 2nd floor
Reading Non-Grant Budget
Statements

Be sure to bring a copy of one of your non-grant budget statements.

April 9 - Evanston
9:00 am Parkes Hall Room 127
Reading Non-Grant Budget
Statements

Be sure to bring a copy of one of your non-grant budget statements.

April 13 - Chicago
9:00 am Law Library –
Rubloff 2nd floor
Accounts Payable on Send-Back
Forms and Credit Memos

Understanding Accounts Payable
Send-Back Forms and tracking your
credit memos.

April 20 - Evanston
9:00 am Parkes Hall Room 127
Accounts Payable on Send-Back
Forms and Credit Memos

Understanding Accounts Payable
Send-Back Forms and tracking your
credit memos.

To register for classes use the
registration form at
[http://www.northwestern.edu/finsys/
training/form.html](http://www.northwestern.edu/finsys/training/form.html) or call the CUFS
Helpline at 7-3777.

News From ASRSP

Update from Accounting Services for Research and Sponsored Programs (ASRSP):

Effective **immediately**, all new purchase orders set up for subcontracts require receivers
– **REC REQ: Y**.

Your purchase order should look similar to the example below:

FUNCTION:	DOCID: PD	116	ABCPD000150	12/02/00	04:37:07	PM					
STATUS:	BATID:		ORG:								
DEPARTMENTAL PURCHASE ORDER INPUT											
ACTION=	e	RESP	AREA/ORG=	116 1234	RESP PRSN=	john doe FOB= D					
SHIP TO=	abc	BLDG/ROOM=	ROOM 114	VENDOR=	V043525249	b					
DEL DATE=	08 31 2001	NAME:		ADDRESS:							
PD DATE=	CONTACT:		TOLERANCE: n								
COMMENTS:	CATEGORY:		WHSE:	TOLERANCE: n	CONTACT:						
		PRINTER:	PRINT CLASS: ns	BUDGET FY:	ACCTG PD:	DISC:					
		BLANKET#:	TYPE:	CONFIRM:	CURR CODE:	TAX:					
				ITEM TOTAL:							
LN	FUND	AREA	ORG/SUB	OBJ/SUB	FUNC	JOB #	REPT	CAT	TOTAL	COST	I/D
==	====	====	====	--	====	-----	-----	-----	=====	-----	-
01	0600	116	B234	8640					25000		
02	0600	116	B234	8650					175000		

No purchase orders will be approved if the REC REQ field is not “Y”.

If the subcontractor’s performance is satisfactory and on schedule, enter a receiver document for the amount of the invoice approve the invoice for payment; sign the invoice, reference the PD number, and send the invoice to ASRSP for processing.

Processing receivers documentation is found in Chapter 9 of the CUFS2000 Manual, or through the Receiver Document Visual Aid online:
<http://www.northwestern.edu/finsys/basedocs/receiveraid.pdf>.

Project Café News

Look for the next **Project Café Newsletter** in mid-April to learn about our Quality Assurance efforts as well as what our teams are up to with FAMIS, Cognos, the third-party shopping tool, the new Chart of Accounts, and, of course, PeopleSoft Financials.

Be sure to stop by our upcoming **Meet-and-Greets**, April 24 (Chicago) and April 26 (Evanston), where we’ll talk about training and the July launch of InfoEd, Northwestern’s new software system for sponsored research pre-award administration.

Visit us at <http://cafe.northwestern.edu> for more information.