

# CUFS 2000

# NEWSLETTER

College University Financial System – December 2006

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## New Voice On the Helpline

The Financial Systems has a new team member. Emily Agosto joined us as a temporary worker in August, and became the Program Assistant in late September. Emily is a recent graduate from Loyola University. In her short time with us, Emily has learned much about the CUFS system and is a valuable addition to our team. She is currently assisting in answering calls on the CUFS Helpline.

## Unallowable Entertainment and Courtesy Expenses

Here is a reminder of unallowable expenses at the University:

- Cost of meals during normal working hours, when not traveling, are generally unallowable.
- Purchase of refreshments on a continual basis for employees or students is unallowable.
- Gifts and flowers to any University employee for any purpose other than those provided through the Official University human Resource employee recognition programs are unallowable.

Contributions should be solicited to cover these unallowable expenses.

The cost of alcoholic beverages is prohibited on all sponsored accounts and should be discouraged in all settings. When purchased on non-sponsored accounts, object code **6727** (Alcoholic Beverages) should be used.

A detailed explanation of Unallowable Entertainment & Courtesy Expenses can be found at the following website:  
<http://www.northwestern.edu/finsys/policydoc/e&cguide.htm>.

## CUFS WebConnect

Now there is an easier way to access CUFS anywhere. That's right! CUFS is now accessible online. The URL for WebConnect TN3270 (CUFS) is  
<https://nuadmin.itcs.northwestern.edu>.

For those who are working off campus, a VPN (Virtual Private Network) connection is required. VPN will provide secure access to the NU Network. For step-by-step instructions on how to install your VPN connection, visit the NUIT website:  
<http://www.it.northwestern.edu/oncampus/vpn/>.

To resolve VPN installation difficulties, contact NUIT Support team members at phone number (847) 491-4357 or via e-mail at [consultant@northwestern.edu](mailto:consultant@northwestern.edu).

Internet Explorer is the preferred browser for PC users. Safari is the preferred browser for Mac users on OS X 10.3.9 and above. To get connected, the operating system must have Runtime Environment Java Software installed. Go to <http://www.java.com> for the free Java Software download.

The WebConnect TN3270 manual is also online to help you get started. You will find helpful interpretations of different commands as well as how to change your screen settings.

## Upcoming Lab Classes

### January 3 - Chicago

9:00 am Weinberg Informatics Lab

Tarry Room 1-726

#### **Purchase Order Entry**

Refresher course on setting up purchase orders and shortcuts that will expedite the process.

### January 12 - Evanston

9:00 am Parkes Hall Room 127

#### **Purchase Order Entry**

Refresher course on setting up purchase orders and shortcuts that will expedite the process.

### January 17 - Chicago

9:00 am Weinberg Informatics Lab

Tarry Room 1-726

#### **Purchase Order Modification**

An insight on how to track open encumbrances and some tips that will help simplify the purchase order modification process.

### January 26 - Evanston

9:00 am Parkes Hall Room 127

#### **Purchase Order Modification**

An insight on how to track open encumbrances and some tips that will help simplify the purchase order modification process.

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.

## Reminder From ASRSP: Cost Transfer Policy

Here are five key points to remember when processing cost transfers:

1. Cost transfers are to be used to correct errors and not as a tool for juggling/managing available funds.
2. Cost transfers should be done on a timely basis. Please note that the 90-day rule is being strongly enforced. A cost transfer must have a detailed explanation and the Principle Investigator (P.I.) must sign it.
3. When preparing the 90-day letter, please answer the following questions:
  - Why was the expense originally charged to the account from which it is now being transferred?
  - Why should this charge be transferred to the proposed receiving account?
  - If this is a salary adjustment, have you certified effort?
  - Why is this cost transfer requested more than 90 days after the original transaction?
  - What action is being implemented to eliminate the need for future cost transfers of this type?
4. RACs (Request for Accounting Correction) must always be accompanied by documentation, i.e. transaction numbers, dates, and possibly copies of the budget statements or EXPD screen printouts highlighting the expense items you wish to transfer.
5. Lastly, for audit purposes, please have someone else approve the document if you have prepared it.

For more details, contact your Grant and Contract Financial Administrator or visit the Accounting Services for Research and Sponsored Programs website:

<http://www.northwestern.edu/asrsp/>.

## Upcoming Info Exchange

Heads up everyone! Keep an eye out for upcoming Info Exchange on both Chicago and Evanston campus. This will be a great time to reacquaint yourself with University Central Administration staff members and gather various resources that will help you perform your responsibilities efficiently. Dates of the Info Exchange will be posted in the upcoming issue of the CUFS Newsletter.

## Project Café News

Watch for the next issue of the Project Café newsletter in January! Learn more about NUIT's NU Portal Project and get an update on InfoEd and other Project Café initiatives.

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