Telecommunications 2013-2014 Fiscal Year Memo

June 1, 2013

To all CNS Telecommunications Customers:

Please be advised of the following information for the new Fiscal year 2013-2014:

1. If CNS Telecommunications is currently billing to a valid ChartField string and there are no changes to your ChartField string for the new fiscal year (2013-2014), then no action is required by your department for invoices to process in PeopleSoft.

2. If we do not have a valid ChartField string for each of your customer numbers or if you need to make a change, navigate to MyUF Market and click on the Forms tab to find the ISP form. Select Shared-Organization Forms/CNS-CNS Telecom or Networking Services/CNS Telecommunications Service Request.

3. An Internal Service Provider (ISP) form for CNS-Telecommunications must be submitted for each service account code used. Your CNS customer number is required.

   Telephone Line Service - Account Code 722100
   Telephone Long Distance Service - Account Code 722150
   Telephone Installation/Repair - Account Code 722120

   A special ChartField value for a one-time request (such as an installation work order or equipment purchase), is different than your default ChartField value. A single-use ChartField can be used within MyUF Market by including the work order number on the ISP form.

4. Charges are processed via General Ledger uploads directly against your ChartField values. Instructions on how to view the journal in PeopleSoft (once billing is complete), are available on our website http://telecom.cns.ufl.edu/ under Accounting Information.

5. Verify that your department has at least two current contact names per customer number. These contacts will receive monthly e-mail notification that invoices are ready to review. If you need to verify or update this information, please request this via e-mail to cns-billing@ad.ufl.edu.

6. Please make sure the status of your account is current (no outstanding invoices). If the customer number is not current, this may delay any new services requested.

7. If you have any problems or questions, please contact the CNS Telecommunications Applications and Billing Staff via e-mail at cns-billing@ad.ufl.edu or 273-1318.