Account edoc Mandatory Information:
- If you are creating new accounts or making maintenance changes to individual accounts, you must fill in the Account Expense Guideline Text, Account Income Guideline Text and the Account Purpose Text. The University will reject these edocs unless all three fields contain valid text.
  - EXCEPTION: If you use the Account Global edoc to make standard changes to multiple accounts, you will not have to fill these guidelines in.

NEW: Quick Guides and Updated SOP’s
- The following new Quick Guides are available on the KFS Administrative Page for the following can be found on the KFS home page under the KFS Transactions section, in a folder labeled KFS Quick Guides:
  - Eshop - The link has been changed from “shop Catalogs to “eShop”
  - Disbursement Voucher
  - Requisitions
- Several Purchasing SOP’s have been updated as well in the folder labeled KFS Standard Operating Procedures in the same folder on the Admin page.

Electronic Payment Enhancement for Individuals:
- Payees are no longer limited to using only a savings account for payments to personal accounts. Individuals who receive payment under a vendor number are now able to have their electronic payments directed to either a checking or savings account.

ALERT: Amazon Prime Memberships are Unallowable!
- Individuals cannot purchase memberships in Amazon Prime under current Cornell policy. Faculty and staff cannot be reimbursed for, nor use their Cornell Procurement Cards to purchase Amazon Prime memberships.

Foreign Delivery Address on a KFS Requisition:
- In a KFS requisition, the delivery address in the Delivery tab requires the entry of a state as part of the address. If a state is not included, even for a foreign delivery address, the purchase order cannot be transmitted to the vendor.
- When ordering something for delivery to a foreign address, you must select “Out of Country” from the drop down menu in the State field on the requisition. This “Out of Country” selection will populate the State field with “--” rather than a two-character state abbreviation.
Reminder: Documentation Requirements for Cost Transfers on Sponsored Agreements:

A reminder that Cornell Policy 3,20 (http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/finance/coststransfers.cfm) requires the following information to be provided with GEC edocs when transferring expenses to or from sponsored grant and contract accounts:

- A description of the cost(s) being transferred, including why and when the original charge(s) occurred
- Why the receiving account was not originally charged
- Why it is appropriate to charge the receiving account-the cost item must be allowable under the terms and conditions of the sponsored agreement and other regulations governing the sponsored agreement (see the appendix)
- That any systematic or administrative deficiency (if any) that caused the need for the transfer has been addressed
- **Note:** If the transfer is subject to the 90-day limitation, but made after that time limit, the explanation must include a justification for lateness (see the “Requirements for Cost Transfer Request on Sponsored Project Accounts” segment of this policy).

Anyone who transfers costs to or from sponsored accounts should be familiar with the full policy document.

PO Transmission Option Changes on KFS Requisition:

There are now additional options under Method of PO Transmission. Each vendor’s desired Method of PO Transmission is stored on the vendor record. When filling out the requisition edoc, the Method of PO Transmission will be automatically populated from the vendor record when the vendor is selected. Should there be a need to send a PO by a method other than the default, you may select a method from the drop down menu. Listed below are important details about each Method of PO Transmission.

**Fax:** Is the default method of PO transmission for most vendors. It is possible to send the PO to an alternate fax number by leaving the Method of PO Transmission as “Fax” and entering an alternate fax number in the Vendor tab of the requisition. Alternate fax numbers entered in this fashion are NOT saved in the Vendor record. If you are aware of a permanent change to a vendor’s fax number, you must contact Supply Management Services at cusms@cornell.edu.

**E-mail:** There is no field on the requisition for the vendor’s e-mail address. The vendor’s e-mail address will appear at the top of the requisition doc after the vendor field has been populated. If you select “e-mail” as the Method of PO Transmission and the vendor record does not contain an e-mail address, you will receive the following error message when attempting to submit the doc: “No e-mail address in Vendor record; contact Purchasing.”

**Manual:** Selecting “Manual” as the Method of PO Transmission will indicate that the purchase order should be sent via US Mail. Please verify that the correct vendor address has been selected as some vendors have multiple purchase order addresses.

**Do Not Send:** If you need to make a change that does not need to be sent to the vendor (e.g., account change), select “Do Not Send” as the Method of PO Transmission.

**Caution:** You may not change the vendor name during the POA process, regardless of the Method of PO Transmission selected. The Method of PO Transmission field is locked for e-SHOP vendors and cannot be changed. When you copy a requisition, KFS will automatically pull the most recent information on the vendor’s desire method of PO transmission from the Vendor Record and populate the default Method of PO Transmission field on the req. When a purchase order amendment is created, the Method of PO Transmission will be the same as was indicated on the original purchase order.