CNS Account & Userid
Housekeeping

When you write or e-mail us about your account, please list your userid(s) on all correspondence. This avoids confusion on our part about which account or userid is being discussed.

UF Information Technology

UFIT

2046 NE Waldo Rd, Suite 2100
Gainesville Florida  32609-8942
(352) 392.2061
<editor@cns.ufl.edu>
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Account & Userid Housekeeping

When you write or e-mail us about your account, please list your userid(s) on all correspondence. This avoids confusion on our part about which account or userid is being discussed.

Please remember to purge (close) your account(s) when going away—on vacation, sabbatical, or permanently—by writing a letter, sending a FAX, or stopping by the accounting office in person (accounts cannot be closed over the phone or via e-mail). Remember that CNS invoices all charges at the end of the month; therefore, you will receive one more invoice that includes outstanding charges for the final month*. This final invoice will list storage charges for files that existed during the month, because storage charges are assessed daily. Please delete files before requesting that an account be closed. For further information, see CNS document D0076, Are You Leaving?

*If you have contracted with CNS for special services (e.g., dedicated router ports, etc.), you will receive at least two more invoices because the billing cycle for those services is longer than one month.

About Charges

CNS automatically keeps track of the charges that are applied to your userid. The types of charges and their rates are listed in CNS document D0001, The CNS Charging Algorithm.

Charge amounts vary according to the types of computing services you use and the type of userid you have. You should regularly review the charges that have been assessed to your userid by using the CHRGLIST utility. See CNS document D0083, Utilities: How to Use the CHRGLIST Utility [http://docweb.cns.ufl.edu/docs/d0083/], or go directly to the on-line CHRGLIST utility page [http://www.cns.ufl.edu/chrglist/]. At the end of each month an invoice is sent to the department, agency, or individual responsible for funding the account. CNS accepts payments by interdepartmental transfer, check, or cash in the exact amount.

Encumbrances

Balances in purchase orders of UF CNS customers should be kept at a level adequate to cover invoices and allow time for new purchase orders to be established. Otherwise, electronic payments submitted on your behalf may be rejected by PeopleSoft.

Your Comments are Welcome

We welcome your comments and suggestions on this and all UFIT documentation. Please send your comments to:

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