Some changes to come:
A. **Forms –**HealthNet is an internal Service Provider and with the installation of myUFMarket you will no longer be doing Blanket/Amount Only Purchase Orders in PeopleSoft effective July 1, 2009. HealthNet will have two (2) new myUFMarket forms. The forms will be available July 1, 2009.

1. The Networking form is set up for :

"Projects/Work Orders" "Port Charges-Monthly Network charges".

2. The "Phone Services" form is set up for :

"Phone-VoIP Line Charges" "Phone purchase-Buy VoIP Phone" "Phone VM License-Buy Voice Mail license"
B. **New customer numbers** -HealthNet has assigned each department a three digit customer number. You will need this number July 1, 2009. If you request work from HealthNet prior to July 1, you can begin using your new customer number.

Example of new customer number: College of Dentistry-Admin Office is: HN-010. A list of department customer numbers will be posted shortly on our web site. Your Department CF string & billing information will be associated with your seven digit HealthNet customer number. If you have not used HealthNet services before please contact the HealthNet accounting office at 273-5349 to set up a new account.
C. **Chartfield strings**-HealthNet will email you an excel sheet shortly with your current CF string. Please take the time to look at the CF string that is associated with your department. Make any necessary changes/additions to the CF string immediately in **RED** & notify HealthNet. HealthNet will update their billing databases. We want to get a jump start loading your CF string into our billing databases.

Note: Effective July 1, 2009 you will no longer need to create Purchase Orders in PeopleSoft.

D. **Paying unencumbered** -Beginning with the new FY 09/10 all HealthNet computer port invoices will be paid unencumbered with current funds and will be up loaded into the GL. The General Ledger Journal Entry will show the invoice number in the "Reference" field for reference and you will still receive invoices from HealthNet.
Project invoices and Phone invoices will continue to be vouchered until the billing programs can be re-programmed. We plan for these invoices to be on a GL upload in the near future.

NOTE: If you want to change the CF String on a billed invoice you can do this with an E2E. If you want to change the CF String with HealthNet, you will do this through myUFMarket.

E. **If you have questions**-

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