

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084125
Vendor Name: Ellucian
Invoice Number: 90344890BALANCE
Invoice Date: 06/30/21
PO Number: B0373400
Check Number: E0085963
Check Amount: \$ 53.25
Check Date: 08/17/2021
Department ID: 90111
Reviewer Name:
Voucher Number: V0693811
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Aug 11 08:30:31 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Ellucian Invoice Question

From: Marek, Robert <marekr@cod.edu>
Sent: Wednesday, August 11, 2021 7:59 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Ellucian Invoice Question

Hi Marivic,

It looks like the attached Ellucian invoice (V0690011) was short-paid by \$53.25. Only the \$106.50 on the first page was paid.

Would you be able to voucher the balance of \$53.25 with a 6/29/21 date against B0373400? I'd rather have the invoice vouchered in FY21 instead of doing a manual entry to accrue it. If you could take care of that by tomorrow, that would be great! This will pretty much be the last week that we can voucher against FY21 blanket orders.

Let me know if that works.

Thanks!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Trost, Nicole <gattonen@cod.edu>
Sent: Wednesday, July 21, 2021 10:14 AM
To: Berliner, Donna <berliner@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: RE: Ellucian Invoice Question

Hi Bobby,

The following invoice #'s/attached invoices were submitted to AP during the first week of July that should be applied to FY21.

#90344723 - \$532.50
#90344989 - \$1,917.00
#90344890 - \$159.75
#90344891 - \$426.00

Thank you,
Nicole Trost

From: Berliner, Donna <berliner@cod.edu>
Sent: Wednesday, July 21, 2021 9:58 AM

To: Marek, Robert <marekr@cod.edu>; Trost, Nicole <gattonen@cod.edu>

Subject: RE: Ellucian Invoice Question

Bobby – I had approved some invoices (from Ellucian – see amounts below) in early July that should be posted against FY21.

\$532.50

\$426.00

\$159.75

\$1917.00

Nicole – can you find the associated (signed invoices) that you forwarded to AP?

From: Marek, Robert <marekr@cod.edu>

Sent: Wednesday, July 21, 2021 9:53 AM

To: Berliner, Donna <berliner@cod.edu>; Trost, Nicole <gattonen@cod.edu>

Subject: RE: Ellucian Invoice Question

Sounds good, Donna. I'm handling the FY21 AP accruals, college-wide, so if you happen to have anything FY21-related that posts in July or August, please feel free to reach out directly to me to get those taken care of. Thanks!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Berliner, Donna <berliner@cod.edu>

Sent: Wednesday, July 21, 2021 9:44 AM

To: Marek, Robert <marekr@cod.edu>; Trost, Nicole <gattonen@cod.edu>

Subject: RE: Ellucian Invoice Question

Bobby – I have contacted Ellucian to provide a corrected invoice.

From: Marek, Robert <marekr@cod.edu>

Sent: Wednesday, July 21, 2021 9:18 AM

To: Trost, Nicole <gattonen@cod.edu>

Cc: Berliner, Donna <berliner@cod.edu>

Subject: Ellucian Invoice Question

Hi Nicole,

I'm working on accruing AP expenses back into FY21 that hit in FY22. I'm assuming the attached is indeed an FY22 expense, but the term dates on the invoice stated 7/1/19 to 6/30/20. Can you please confirm whether this is okay to remain in FY22, or if you need me to pull that back to FY21?

Thanks!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

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phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

[attachment: 0090344890.pdf]

Invoice

Bill-To:

College Of Dupage - Svcs
Attn: Donna Berliner, Asst VP IT
425 Fawell Boulevard
Glen Ellyn IL 60137-6599

Repeat Print

Invoice No./Date	90344890 06/30/2021
Order No.	55245
Customer No.	102532
Currency	USD
Payment:	Total due and payable by 07/30/2021
Total Invoice Amount	159.75

For Invoice Inquiries:

Please contact: accountsreceivable@ellucian.com

AP VERIFIED

08/11/21 - MARIA ZERRUDO

RE:College of Dupage-ILP on-Prem to ILP-B

Consultant	Activity/Expense	Hours	Rate	Amount
Brian Tydlacka	Off Site Consulting / Support -Week Ending 06/18/2021	0.50	213.00	106.50
Subtotal Time				106.50

Approved - 7/7/2021

Donna Berliner

PO#373400

Please Remit To:

Ellucian Company L.P.
62578 Collections Center Drive
CHICAGO IL 60693
USA

ACH Information:

Bank of America
100 West 33rd Street New York NY 10001
ABA# 071000039
Beneficiary Name: Ellucian Company L.P.
Account # 81880-91099
Email: electronic-payment-info@ellucian.com



Doc. No./Date
90344890 / 06/30/2021

RE:College of Dupage-Proj Manag Serv-B

Consultant	Activity/Expense	Hours	Rate	Amount
Boni Lee	Off Site PM -Week Ending 06/25/2021	0.25	213.00	53.25
Subtotal Time				53.25
Subtotal				159.75
Tax				0.00
Total Amount				USD 159.75

Please Remit To:
Ellucian Company L.P.
62578 Collections Center Drive
CHICAGO IL 60693
USA

ACH Information:
Bank of America
100 West 33rd Street New York NY 10001
ABA# 071000039
Beneficiary Name: Ellucian Company L.P.
Account # 81880-91099
Email: electronic-payment-info@ellucian.com