

BOSO & COOL

Payments

COOL LOG IN

- On the Student Organization Event Planning website

Go To:

www.pnw.edu

Student Life

Student Organizations

Student Organization Event Planning

Under the Students Organizations Funds section

Click “Submit Your COOL Account Request”

Sign in using your BoilerKey password

- Or use this link:

<https://www.coolfaces.net/COOLPNW/Individual/ShowIndividualPage.aspx>

Cool Main Page

Choose the Organization Name and Account you wish to use.

Some students are in multiple clubs or have multiple accounts including SOGA, OEG, and/or Scholarships.

INDIVIDUAL

First Name Pamela **Middle Name** M **Last Name** **Wedding**
Address 1 BOSO
 SCHL 213
City
State ZIP Code **Country**
Phone (765) 494-6724 **Mobile**
Email Address coolfacest@ncradcom.com **Fax**
Note

- Reimburse
 - Reimburse
 - Events invol
 - Travel exper
- Financial Procedur**
Questions: Contac

Student Organizations

STUDENT ORGANIZATIONS

1 of 1 5 Items 10 /Page GO

Student Organization	Individual Type	Active	Begin Date	End Date
<u>Administration</u>	Administration	Yes	7/18/2012	
<u>ART OF LIVING</u>	Advisor	Yes	6/2/2015	
<u>ART OF LIVING OEG</u>	Advisor	Yes	6/2/2015	
<u>ART OF LIVING SOGA</u>	Advisor	Yes	6/2/2015	
<u>Charity Art of Living 15006</u>	Advisor	Yes	6/2/2015	

OK

To add logo or view account number – click on “paper with pencil” next to generate account statement

Sign Out
Hello Kelly



▶ HOME

STUDENT ORGANIZATION

Organization **BIG BROTHERS BIG SISTERS**

Web Name big brothers big sisters

Organization Type **Recognition/Service**

Note

- Have you attached all your documents, i.e. receipts; vendor invoices?
- Do NOT scan contracts with the Social Security Number or Federal ID number.
- Please deliver to BOSO or Fax to 765-496-2208.
- Does this expenses involve an EPF or TPF?

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the organization. I also certify that they have not been previously reimbursed for these expenses and the amount is still due.

Student Organization Accounts Individuals Payees Unattached Documents

STUDENT ORGANIZATION ACCOUNTS

1 of 1 1 Items 10 /Page GO

		Student Account	Active	Beginning Balance	Deposits	Payments	Credits	Debits	Transfers In	Transfers Out	Transaction Totals	Current Balance
BANKING	E-COMMERCE	JP Morgan Chase - Checking	Yes	\$145.10	\$26,796.04	\$28,854.53	\$1,731.71	\$277.50	\$1,780.21	\$853.79	\$322.14	\$467.24
				\$145.10	\$26,796.04	\$28,854.53	\$1,731.71	\$277.50	\$1,780.21	\$853.79	\$322.14	\$467.24



HOME

EDIT STUDENT ORGANIZATION

Logo	<input type="text"/> Browse...
Web Name	big brothers big sisters
Name 1	BIG BROTHERS BIG SISTERS
Name 2	
Organization Type	Recognition/Service
Date Of Origin	
SOA Number	01067
Inactive	No
Allow Members	No
Address 1	TREASURER BOX #636
Address 2	STEW
City	
State	
ZIP Code	
Note	


Individual In Organizations

INDIVIDUAL IN ORGANIZATIONS

Banking & Account Statements

You may generate an account statement by selecting the Statement area. Input your date range and select view report.

To create a payment select the Banking button in the left center of the page.



[Sign Out](#)
Hello Pa

▶ HOME

STUDENT ORGANIZATION
Generate Account Statement

Organization **ART OF LIVING**

Web Name art of living

Organization Type **Special Interest**

Note **PMU:70018348**

ECOMMERCE SCAN IN

- Have you attached all your documents, i.e. receipts; vendor invoices?
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- Please deliver to BOSO or Fax to 765-496-2208.
- Does this expenses involve an EPF or TPF?

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the organization. I also certify that they have not been previously reimbursed for these expenses and the amount is still due.

Student Organization Accounts Individuals Payees Unattached Documents

STUDENT ORGANIZATION ACCOUNTS

1 of 1 1 Items 10 /Page GO

	Student Account	Active	Beginning Balance	Deposits	Payments	Credits	Debits	Transfers In	Transfers Out	Transaction Totals	Current Balance
BANKING	E-COMMERCE	Yes	\$1,873.66	\$24,307.00	\$25,805.61	\$110.70	\$0.00	\$648.54	\$429.98	(\$1,169.35)	\$704.31
			\$1,873.66	\$24,307.00	\$25,805.61	\$110.70	\$0.00	\$648.54	\$429.98	(\$1,169.35)	\$704.31

OK

Attaching Documents for Payments

Cust Name _____
Panera Bread
Cafe 1068
West Lafayette, IN 47906
Phone: 7657462400

Accuracy Matters,
Your order should be correct every time.
If it's not, we'll fix it right away, and
give you a free treat for your trouble.
Just let any associate know.

5/15/2015 9:22:02 AM
Check Number: 540314 Cashier: Sara
12 Deluxe Assorted 839.88

- 12 Italian Combo Sdw
- 12 Smk Ham & Swiss
- 12 Smoked Turkey Sdw
- 12 Tuna Salad Sandwich
- 12 Bacon Tky Bravo Sdw
- 12 Chocolate Duet Cky
- 12 Oatmeal
- 12 Candy Cookie
- 24 Choc Chipper Cookie
- 12 Classic Salad Dlx
- 12 French Baguette
- 80 Chips

6 Classic Asst Sdw 299.94

- 6 Italian Combo Sdw
- 6 Smk Ham & Swiss
- 6 Smoked Turkey Sdw
- 6 Tuna Salad Sandwich
- 6 Bacon Tky Bravo Sdw

1 Free Delivery 0.00

SubTotal 1139.82
Tax 79.79
Balance Due 1219.61
Visa 1219.61
Acct:XXXXXXXXXX
AuthCode:039280
Trans#:1081

If you didn't use your MyPanera card,
keep this receipt and enter the code below
at www.mypanera.com/missedvisit
Not a member yet? Ask an Associate for
your own card and join today!

4676-7-24-6189-7681-5791-76

www.panerabread.com

Catering Delivery
Your Order Number is: 514

Scan or include a photo legible copy of the receipt/invoice. If you are dining, an itemized receipt (showing what food/drink was purchased) is required for all restaurants, pizza, fast food, etc. along with the final paid receipt.

*Maximum gratuity allowed for reimbursements is 20%.

Download JPGS or PDF on your laptop where you can attach (like an email attachment) into the system.

Unattached Documents

Download JPGS or PDF on your laptop where you can attach (like an email attachment) into the system.

Select 'Unattached Documents'

Select the Page Icon with the starburst (add)

Central Office On-Line

HOME

ORGANIZATION ACCOUNT

Student Organization **ART OF LIVING**

Account **JP Morgan Chase - Checking**

Date Of Origin **6/15/2000**

Beginning Balance **\$1,873.66**

Approval Required Count **0**

Current Balance **\$704.31**

Student Account Name

Payments In Process | Payments | Deposits | Transfers | Activities | Payees | **Unattached Documents**

UNATTACHED DOCUMENTS

Search for

3 Items 10 /Page

<input type="checkbox"/>	Payment Document	Payment Description	Individual All	File Name	Create Date	File Type	File Size
<input type="checkbox"/>	Document Reader	Receipt to register for the workshop	Kuo, Shih-Ping	Receipt_zeyi.pdf	11/13/2012	.pdf	1183
<input type="checkbox"/>	Document Reader	deposit shows Zeyi's first payment \$3.	Kuo, Shih-Ping	YesPlus_reg_deposit_01.pdf	11/13/2012	.pdf	2851
<input type="checkbox"/>	Document Reader	Deposit 2 shows Zeyi's 2nd payment \$122 (the total reg fee is \$125, he paid \$3 deposit first; later he paid \$122 to fill the reg fee.	Kuo, Shih-Ping	YesPlus_reg_deposit_02.pdf	11/13/2012	.pdf	2843

OK

Unattached Documents

Browse your system for the document you wish to attach to the payments

Add a brief description, this will make it easier to find the correct document later in the payment to attach.

TEST

COOL
Central Office On-Line

PURDUE
UNIVERSITY

Sign Out
Hello Pamela

▶ HOME

ADD ORGANIZATION DOCUMENTS

Payment Document
JPGs & PDFs only

Browse...

Payment Description

SAVE CANCEL

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[Browser Support](#)

Document Uploaded

Overview of the documents that have been uploaded and ready to be attached.

Organization ART OF LIVING

Web Name art of living

Organization Type Special Interest

Note PMU:70018348

[ECOMMERCE SCAN IN](#)

- Have you attached all your documents, i.e. receipts; vendor invoices?
- Do NOT scan contracts with the Social Security Number or Federal ID number.
- Please deliver to BOSO or Fax to 765-496-2208.
- Does this expenses involve an EPF or TPF?

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the organization. I also certify that they have not been previously reimbursed for these expenses and the amount is still due.

Student Organization Accounts
Individuals
Payees
Unattached Documents

UNATTACHED DOCUMENTS						
Search for <input type="text"/> GO						
4 Items 10 /Page GO						
	Payment Document	Payment Description	Individual	Create Date	File Name	File Type
	Document Reader	Receipt to register for the workshop	Kuo, Shih-Ping	11/13/2012	Receipt_zeyi.pdf	.pdf
	Document Reader	deposit shows Zeyi's first payment \$3.	Kuo, Shih-Ping	11/13/2012	YesPlus_reg_deposit_01.pdf	.pdf
	Document Reader	Deposit 2 shows Zeyi's 2nd payment \$122 (the total reg fee is \$125, he paid \$3 deposit first; later he paid \$122 to fill the reg fee.	Kuo, Shih-Ping	11/13/2012	YesPlus_reg_deposit_02.pdf	.pdf
	Document Reader		Wedding, Pamela M	6/2/2015	\\myhome.itap.purdue.edu\myhome\pwedding\Documents\My Pictures\Incorrect Date.jpg	.jpg



Payments

Listing of all payments that are waiting to be processed.

The screenshot displays the Purdue University COOL (Central Office On-Line) interface. At the top, the COOL logo is accompanied by a 'TEST' badge and the Purdue University logo. A 'Sign Out' button and the user name 'Hello Pamela' are visible in the top right corner. Below the navigation bar, the 'ORGANIZATION ACCOUNT' section shows details for the 'ART OF LIVING' student organization, including account type, origin date, and current balance. A 'Generate Account Statement' button is also present. The 'Payments In Process' tab is highlighted, showing a table with one payment entry for the Art of Living Foundation on 6/2/2015 for \$25.00. An 'OK' button is located at the bottom of the interface.

COOL TEST
PURDUE UNIVERSITY
Central Office On-Line

Sign Out
Hello Pamela

HOME

ORGANIZATION ACCOUNT

Student Organization **ART OF LIVING**
Account **JP Morgan Chase - Checking**
Date Of Origin **6/15/2000**
Beginning Balance **\$1,873.66**
Approval Required Count **0**
Current Balance **\$704.31**
Student Account Name

Payments In Process | Payments | Deposits | Transfers | Activities | Payees | Unattached Documents

PAYMENTS IN PROCESS

1 of 1 | 1 Items | 10 /Page | GO

Transaction Date	Transfer	Payee/Organization	Payment Amount
6/2/2015	No	Art of Living Foundation	\$25.00

OK

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Payee Search

Type the name of Payee in the box and click 'Search For' (this will search the club database). If the payee shows up continue with the payment.

If not select 'Add Payee' and search the BOSO database.

If payee exists, but has a different address, you don't need to create the payee again.

ADD TRANSACTION **ADD PAYEE**

Transaction Date 6/2/2015

Transfer to Student Organization

SEARCH FOR

Select

**** Please Select ****

Payee

Hold For Pick Up

Check Memo

Note

Transaction Details

TRANSACTION DETAILS

	Activity Name	Activity Date	Expense Account	Transaction Amount	Organization Note
X	<input type="text"/>	<input type="text"/>	** Please Select **	<input type="text"/>	<input type="text"/>
Grand Total:					

CONTINUE **CANCEL**

Checking / Adding Payees

Type in the name and chose
'Check Payee'

If the payee exists 'Select Existing
Payee' if they are not listed Select
'Request New Payee'

COOL TEST PURDUE UNIVERSITY
Central Office On-Line

▶ HOME

ADD PAYEE

New Payee Name Peppermint Patty

- First search for you
- If the payee exists,

CHECK PAYEE CANCEL

COOL TEST PURDUE UNIVERSITY
Central Office On-Line

▶ HOME

ADD PAYEE

Request New Payee

New Payee Name Peppermint Patty
A payee with this exact name already exist! -->>

These Payees are available. Select a Payee to add to your list.

Select Existing Payee
Peppermint Patty
321 Stadium Mall Dr Apt #3
West Lafayette, IN 47906
(Unapproved)

CHECK PAYEE CANCEL

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New Payee

Reminder;

Please include Apartment #

Only check 'Campus Mail' if sending to a Residence Hall.

Purdue Email is very helpful.

If payee exists, but has a different address you don't need to create the payee again. You will provide new information on the payment request screen.

After information is entered select Continue then check information and click Save.

https://www.coolfaces.net/CoolTest/Vendor/AddVendorPage.aspx

File Edit View Favorites Tools Help

2014 BRACKET CHALLENGE... BoilerLink Dashboard Google J.P. Morgan ACCESS Pin It Purdue Directory Research University Purdu...

COOL UNIVERSITY
Central Office On-Line

HOME

ADD PAYEE

Name Peppermint Patty

Address 1 321 Stadium Mall Dr Apt #3

Address 2

City West Lafayette

State/Alternate ZIP Code Indiana 47906

Contact Name Peppermint Patty

Mail Address 1 321 Stadium Mall Dr Apt #3

Mail Address 2

City West Lafayette

Mail State/Alternate Mail ZIP Code Indiana 47906

Contact Email Address ppatty@purdue.edu

Confidential Address

Campus Mail

Note

Expense Accounts 615- Clothing Expense (Expense)

One Time Payee

Non-US Format

COPY TO MAIL

Country ** Please Select **

Phone

Fax

Non-US Mail Format

COPY TO ADDRESS

Mail Country ** Please Select **

Payee URL

Contact Phone

Contact Fax

CONTINUE CANCEL

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125%

Adding the Payment

To continue with the payment, select 'Hold for Pickup' if you want to pick up the check in BOSO. This is the quickest way to get your check.

If your payee has a new address you may provide that information in the NOTES section. Any additional information BOSO may need in regard to payment can be submitted here in 'NOTES'

ie; Why you are paying a different amount from receipts/invoices etc.

Fill in the remaining blanks. If you have to add lines for additional income codes or receipts select the 'Add A Line' icon. The page with a starburst. You don't have to request multiple checks to the same person.

Click Save

▶ HOME

EDIT TRANSACTION ADD PAYEE

Transaction Date 6/2/2015

Transfer to Student Organization

SEARCH FOR

Select

Please Select to Change

Payee
Peppermint Patty
321 Stadium Mall Dr Apt #3
West Lafayette, IN 47906

Hold For Pick Up

Check Memo Candy For Meeting

Note
Please change address to
322 Stadium Mall Drive Apt #4
West Lafayette IN 47906

Business Office Notes

EEmail Notice to Officers for Approval

Transaction Details Attached Documents Transaction Approval Unattached Documents Payee Documents

TRANSACTION DETAILS				
Activity Name	Activity Date	Expense Accounts	Transaction Amount	Organization Note
<input checked="" type="checkbox"/> [Redacted]		** Please Select **		
<input checked="" type="checkbox"/> Call Out	12/22/2014	633- Food and Drink Expense (Expense)	\$32.95	

SAVE CANCEL

Attaching Documents

Attach documents, invoices, receipts, itemized receipts.

Transaction Date 12/22/2014

Transfer to Student Organization

SEARCH FOR

Select

Payee Peppermint Patty
321 Stadium Mall Dr Apt #3
West Lafayette, IN 47906

Hold For Pick Up

Check Memo Candy for Meeting

Note Please change address to
322 Stadium Mall Dr Apt #4
West Lafayette IN 47906

Business Office Notes

EMail Notice to Officers for Approval

Transaction Details Attached Documents Transaction Approval **Unattached Documents** Payee Documents

TRANSACTION DETAILS

Activity Name	Activity Date	Expense Accounts	Transaction Amount	Organization Note
<input checked="" type="checkbox"/> Call Out	12/22/2014	633- Food and Drink Expense (Expense)	\$32.95	

- Have you attached all your documents, i.e. receipts; vendor invoices?
- Do NOT scan contracts with the Social Security Number or Federal ID number.
- Please deliver to BOSO or Fax to 765-496-2208.
- Does this expenses involve an EPF or TPF?

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the organization. I also certify that they have not been previously reimbursed for these expenses and the amount is still due.

Select Documents & Save

- Next to the document that needs to be sent with the payment.
- Select the box next to the receipt.
- Click Save
- Save Payment
- Click Okay

Select

Please Select to Change

Payee **Peppermint Patty**

Hold For Pick Up

Check Memo

Note


Business Office Notes

EEmail Notice to Officers for Approval

- Have you attached all your documents, i.e. receipts; vendor invoices?
- Do NOT scan contracts with the Social Security Number or Federal ID number.
- Please deliver to BOSO or Fax to 765-496-2208.
- Does this expenses involve an EPF or TPF?

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the organization. I also certify that they have not been previously reimbursed for these expenses and the amount is still due.

Transaction Details | Attached Documents | Transaction Approval | **Unattached Documents** | Payee Documents

UNATTACHED DOCUMENTS						
3 Items 10 /Page GO						
	Payment Document	Payment Description	Individual	Create Date	File Name	
<input checked="" type="checkbox"/>	Document Reader		Wedding, Pamela	6/2/2015	\\myhome.itap.purdue.edu\myhome\pwwedding\Documents\My Pictures\Incorrect Date.jpg	
<input type="checkbox"/>	Document Reader	Deposit 2 shows Zeyi's 2nd payment \$122 (the total reg fee is \$125, he paid \$3 deposit first; later he paid \$122 to fill the reg fee.	Wedding, Pamela	11/13/2012	YesPlus_reg_deposit_02.pdf	
<input type="checkbox"/>	Document Reader	deposit shows Zeyi's first payment \$3.	Wedding, Pamela	11/13/2012	YesPlus_reg_deposit_01.pdf	

Created Payment

HOME
Generate Account Statement

ORGANIZATION ACCOUNT

Student Organization **BIG BROTHERS BIG SISTERS**

Account **Chase - Checking**

Date Of Origin **7/1/1994**

Beginning Balance **\$145.10**

Approval Required Count **0**

Current Balance **\$2,866.49**

Student Account Name

Payments In Process
Payments
Deposits
Transfers
Activities
Payees
Unattached Documents

PAYMENTS IN PROCESS

1 of 1 9 Items 10 /Page GO

	Transaction Date	Transfer <small>All ▼</small>	Payee/Organization	Payment Amount
	12/22/2014	No	Peppermint Patty	\$32.95
	12/5/2014	No	gage moll	\$25.00
	11/24/2014	No	lisa Green	\$123.00
	11/13/2014	No	Underground Graphics	\$123.00
	11/13/2014	No	Glenwood Cooperative	\$280.00
	11/11/2014	No	Tammy Smiley	\$30.00
	9/19/2014	No	Freckles Graphics Inc	\$550.00
	9/3/2014	No	Diane Greenberg	\$89.00
	8/27/2014	No	Roger Green	\$100.35

OK

Approving A Payment

Officer will log into Cool and select the Red Check next to the payment needing approved

Officer will then click 'Approve, Reject, or Cancel'

ORGANIZATION ACCOUNT Generate Account Statement

Student Organization **BIG BROTHERS BIG SISTERS**
 Account **Chase - Checking**
 Date Of Origin **7/1/1994**
 Beginning Balance **\$145.10**
 Approval Required Count **0**
 Current Balance **\$2,866.49**
 Student Account Name

Payments In Process | Payments | Deposits | Transfers | Activities | Payees | Unattached Documents

PAYMENTS IN PROCESS

1 of 1 | 9 Items | 10 /Page | go

Transaction Date	Transfer	Payee/Organization	Payment Amount
12/22/2014	No	Peppermint Patty	\$32.95
12/5/2014	No	gage moll	\$25.00
11/24/2014	No	lisa Green	\$123.00
11/13/2014	No	Underground Graphics	\$123.00
11/13/2014	No	Glenwood Cooperative	\$280.00
11/11/2014	No	Tammy Smiley	\$30.00
9/19/2014	No	Freckles Graphics Inc	\$550.00
9/3/2014	No	Diane Greenberg	\$89.00
8/27/2014	No	Roger Green	\$100.35

COOL TEST **PURDUE UNIVERSITY**
 Central Office On-Line

APPROVE TRANSACTION

Transaction Date **11/13/2014**
 Payee **Underground Graphics**
 Student Written Transfer
 Hold For Pick Up
 Check Memo **INV#123**
 Note
 Business Office Notes
 Reject Message

- Individual reimburse
- Events involving fu
- Travel expenses ca

Details | Payment Documents | Create/Approvals | Payee Documents

DETAILS

1 of 1 | 1 Items | 10 /Page | go

Activity Name	Activity Date	Expense Account	Transaction Amount	Organization Note
Callout exp	11/3/2014	(623) Dance Expense	\$123.00	

APPROVE **REJECT** **CANCEL**

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OK

How to Check if a Payment is Completed

If your check is ready to be picked up or if it has been mailed, go to the 'Payments' Tab.

If your check is listed with a document number, that means your transaction has been audited and printed. Check can be picked up in BOSO Krach Rm 365 if 'hold for pickup' was checked on payment request. If 'hold' wasn't selected, check will be mailed to the address we have been provided.

Checks are ready for pick up or mail out within 2 business days, unless transaction was reset for missing or incomplete documents.

We do not send emails when transactions are complete.

The screenshot shows the BOLO Central Office On-Line interface. At the top, there is a navigation bar with a 'HOME' button. Below that, the 'ORGANIZATION ACCOUNT' section is displayed, featuring a 'Generate Account Statement' button. The account details for 'BIG BROTHERS BIG SISTERS' are listed, including the account type 'Chase - Checking', date of origin '7/1/1994', beginning balance '\$145.10', approval required count '0', and current balance '\$2,866.49'. The 'Student Account Name' field is currently empty.

Below the account details, there is a tabbed interface with the following tabs: 'Payments In Process', 'Payments', 'Deposits', 'Transfers', 'Activities', 'Payees', and 'Unattached Documents'. The 'Payments' tab is selected and highlighted in yellow.

The 'PAYMENTS' section includes a search bar and a 'GO' button. Below the search bar, there is a table with the following columns: 'Transaction Date', 'Payee', 'Document Number', and 'Payment Amount'. The table contains several rows of payment data, with the row for '4/28/2014' to 'Kate O'Connor' highlighted in yellow.

Transaction Date	Payee	Document Number	Payment Amount
5/2/2014	Priscilla Gaona	230947	\$51.66
4/30/2014	Hungry's Chicago Style	230629	\$74.49
4/28/2014	Kate O'Connor	230249	\$8.50
4/28/2014	Kate O'Connor	230312	\$28.89
4/24/2014	Midwest Rentals	230032	\$364.83
4/9/2014	Brendan Jameyfield	228836	\$42.80
4/2/2014	Subway	228304	\$185.38

Reasons your payment would be reset by BOSO

- Missing receipts, or receipt not itemized.
- Can't read, attachments are too small and or blurry.
- You put in a payment to yourself and we are waiting for a second officer approval.
- Scholarship Form has not been delivered to BOSO.
- Activity Form is not found on Boilerlink.
- Payment is missing proof of payment (i.e. copy of credit slip or bank statement)
- Your merchandise comes from a unlicensed vendor if it has Purdue trademarks or logos on it. Include a picture of the item with payment.
- Missing Awards, Prizes and Gifts Form.
- IRS W-9 signed forms for Awards, Prizes and Gifts has not been delivered to BOSO.

These are some of the most common reasons why payments are reset by BOSO, but there can be other reasons too.

Boiler Up

Thank you

