Chartfields 101

Entering Source Chartfield Value Requests
By the end of this webinar, you should be familiar with:

- Source request process
- Types of source requests
- How to create Source requests in ConnectCarolina
- How you will know when a new Source is available to use in ConnectCarolina
Source Request Workflow

- Starts with someone entering a source request in ConnectCarolina
- This can be a new source request or a change to an existing source request
Source Request Workflow

- Requester submits the source request for approval
- Depending on your school or division, you may have more than one department approver
Overview of the Source Request Workflow in ConnectCarolina

**Source Request Workflow**

- **Requester initiates a new Source request or modifications in the system**
- **Department reviews request**
- **Approved**
- **Denied**
  - Returned to be corrected & resubmitted or deleted
  - If the department denies the request, it is routed back to the requester to be corrected and re-submitted or deleted
Overview of the Source Request Workflow in ConnectCarolina

**Source Request Workflow**

- **Returned to be corrected & resubmitted or deleted**
- **Denied**
  - Requester initiates a new Source request or modifications in the system
  - Department reviews request
  - Accounting Services Level One reviews the request
  - Approved
  - Approved

- **Approved**

  - If the department approves the request, it is routed Accounting Services
Overview of the Source Request Workflow in ConnectCarolina

Source Request Workflow

- Requester initiates a new Source request or modifications in the system
- Department reviews request
- Accounting Services Level One reviews the request
- Returned to be corrected & resubmitted or deleted
- Denied

- Accounting Services has a team assigned to different source request categories
- If the source is denied, it is routed back to the requester to be corrected and re-submitted or deleted
Overview of the Source Request Workflow in ConnectCarolina

Source Request Workflow

- Requester initiates a new Source request or modifications in the system
- Department reviews request
- Accounting Services Level One reviews the request

• If Accounting Services sees that the source request is in order, they enter the source description, terms and instructions, and source attributes
• And then they approve the source request
Overview of the Source Request Workflow in ConnectCarolina

Source Request Workflow

- Requester initiates a new Source request or modifications in the system
- Department reviews request
- Accounting Services Level One reviews the request
- Accounting Services Level Two reviews the request
- Business Analysis Group creates the Source

The approved source request is routed to two places:
- The Business Analysis Group, who creates the source in ConnectCarolina
- Accounting Services Level Two, who reviews and modifies as necessary, information to be included on the Fund and Source Authority document
Overview of the Source Request Workflow in ConnectCarolina

**Source Request Workflow**

- Requester initiates a new Source request or modifications in the system
- Department reviews request
- Accounting Services Level One reviews the request
- Accounting Services Level Two reviews the request
- Controller reviews request

- Returned to be corrected & resubmitted or deleted
- Approved
- Approved
- Approved
- Approved

- Business Analysis Group creates the Source
- Approved

- Accounting can only approve a source request
- Routes to the University Controller for approval
Overview of the Source Request Workflow in ConnectCarolina

**Source Request Workflow**

- Requester initiates a new Source request or modifications in the system
- Department reviews request
- Accounting Services Level One reviews the request
- Accounting Services Level Two reviews the request
- Controller reviews request
- Source documentation is signed off and published
- Business Analysis Group creates the Source

The University Controller can:
- Reject it and send it back for revision by Accounting Service Level Two
- Electronically sign and publish the Fund and Source Authority
- Email notification is sent to the requester, responsible person, and disbursing authority

Returned to be corrected & resubmitted or deleted
Types of Source Chartfield Requests

- Create a new source
- Update an existing source
- Delete a source
- Deactivate a source
Types of Source Chartfield Requests

Create a new source

Used when a new source of funding is received by the University.

Information required to enter a new source request includes:

- Request categories and types
- Responsible person
- Disbursing authority
- Source title
- Justification
- Minimum one attach document
Source Create Information on the Finance Division Website

Source Create Information

- Source Create Help Matrix
- Source Create Attribute Form
- Data Naming Standards
<table>
<thead>
<tr>
<th>Request Category</th>
<th>Source Category</th>
<th>Source sub-category</th>
<th>Description</th>
<th>Who can Submit</th>
<th>Add'l Info Needed</th>
<th>Type of Attachment Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Central Offices, Unrestricted, Assets and Liabilities</td>
<td>Bank Balancing Funds</td>
<td>N/A</td>
<td>University Controller</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>01</td>
<td>Petty Cash</td>
<td>Petty Cash</td>
<td>University gives money to department for research subject payments; they reimburse University</td>
<td>All UNCHS Departments</td>
<td>N/A</td>
<td>Petty Cash Signature Form</td>
</tr>
<tr>
<td>02</td>
<td>Impeccable Checking</td>
<td>Impeccable Checking - Central Office and Departmental</td>
<td>Use with Bank of America bank account; University gives money to department; they reimburse University</td>
<td>All UNCHS Departments</td>
<td>N/A</td>
<td>Bank of America Signature Card</td>
</tr>
<tr>
<td>142</td>
<td>Student Fees</td>
<td>Student Fees</td>
<td>Money collected by the university to support extracurricular activities of students</td>
<td>Cashiers Office</td>
<td>Indicate purpose of funds</td>
<td>Memo indicating Board approval for the student fee</td>
</tr>
<tr>
<td>142a</td>
<td>Student Fees</td>
<td>Student Fees Clearing</td>
<td>Fees collected by a Central office and distributed to the All UNCHS Departments</td>
<td>Cashiers Office</td>
<td>Indicate purpose of funds</td>
<td>Memo indicating Board approval for the student fee</td>
</tr>
<tr>
<td>142b</td>
<td>Student Fees</td>
<td>Student Fees Departmental</td>
<td>Fees collected directly by the department</td>
<td>All UNCHS Departments</td>
<td>Indicate purpose of funds</td>
<td>Memo indicating Board approval for the student fee</td>
</tr>
<tr>
<td>142c</td>
<td>Student Fees</td>
<td>Student Fees BOG Directive 2013</td>
<td>Fees collected by the department under the 2013 Board of Governor's action</td>
<td>All UNCHS Departments</td>
<td>Indicate purpose of funds</td>
<td>Memo indicating Board approval for the student fee</td>
</tr>
<tr>
<td>15</td>
<td>Unrestricted Gifts, Donors, or Bequests</td>
<td>N/A</td>
<td>Monies received by the University as gifts, devices, or bequests that are not presumed to be gifts, devises, bequests to the endowment fund of the University, and which have no restrictions placed on their use by the donor</td>
<td>UNCHS Development Office</td>
<td>N/A</td>
<td>Donor Agreement</td>
</tr>
<tr>
<td>165</td>
<td>Residuals</td>
<td>N/A</td>
<td>Funds remaining after a contract or Grant (OSR or non-OSR) has expired and where these funds are not required to be returned to the the grantor</td>
<td>All UNCHS Departments</td>
<td>Source code providing the transfer of funds</td>
<td>Copy of contract or grant document indicating funds do not need to be returned, or statement from OISR indicating there are no further claims on the funds</td>
</tr>
<tr>
<td>165</td>
<td>Conferences, Study Abroad, Admin Fees (inc. clinical trials)</td>
<td>N/A</td>
<td></td>
<td>Study Abroad Office, CAS Dean's Office</td>
<td>N/A</td>
<td>Memo indicating purpose</td>
</tr>
<tr>
<td>165a</td>
<td>Study Abroad Programs</td>
<td></td>
<td>University All UNCHS Departments receiving conference, special event, workshop, or seminar registrations fees or sponsorships. Not for use with classes offering educational credits.</td>
<td></td>
<td>Expected type of income; registration fees, internal support, external sponsorship</td>
<td>Website address, copy of Hyr, or registration form</td>
</tr>
<tr>
<td>165b</td>
<td>Conference, Workshops, Seminars</td>
<td></td>
<td>Internally charged fees to other University All UNCHS Departments for various services rendered; approved through University Controller's Office</td>
<td></td>
<td>Purpose of the fee</td>
<td>Memo indicating approval of the fee by University Controller</td>
</tr>
<tr>
<td>165c</td>
<td>Administrative Fees (Inc. fees for Clinical Trials)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Source Request Attribute

Please supply the appropriate information for the below attributes as they pertain to the source code you are requesting. Once you have completed this form, please save it and attach it to your source request.

<table>
<thead>
<tr>
<th>ATTRIBUTE</th>
<th>ATTRIBUTE VALUE</th>
<th>JUSTIFICATION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Revenue Flag</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department ID</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>FASB Expense Class</td>
<td>N/A = Not Assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source Restriction</td>
<td>00 = No Donor Restriction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# P/S Data Naming Standards Recommendations

## Exhibit A - Recommended Abbreviations

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD</td>
<td>ASSOC</td>
</tr>
<tr>
<td>ACCS</td>
<td>ASMP</td>
</tr>
<tr>
<td>ACCT</td>
<td>ATHL</td>
</tr>
<tr>
<td>ACCTG</td>
<td>ATCH</td>
</tr>
<tr>
<td>AP</td>
<td>ATMPT</td>
</tr>
<tr>
<td>AR</td>
<td>ATN</td>
</tr>
<tr>
<td>ACRD</td>
<td>ATND</td>
</tr>
<tr>
<td>ACR</td>
<td>ATTN</td>
</tr>
<tr>
<td>ACCUM</td>
<td>ATTR</td>
</tr>
<tr>
<td>ACQ</td>
<td>AV</td>
</tr>
<tr>
<td>ACTVY</td>
<td>AUDT</td>
</tr>
<tr>
<td>ACTL</td>
<td>AUTH</td>
</tr>
<tr>
<td>ADDL</td>
<td>AUTHY</td>
</tr>
<tr>
<td>ADJ</td>
<td>AUX</td>
</tr>
<tr>
<td>ADMN</td>
<td>AVL</td>
</tr>
<tr>
<td>ADMS</td>
<td>AWRD</td>
</tr>
<tr>
<td>ADV</td>
<td>AVG</td>
</tr>
<tr>
<td>ADVERT</td>
<td>AWRY</td>
</tr>
<tr>
<td>AFFL</td>
<td>B</td>
</tr>
<tr>
<td>AGCY</td>
<td>BAL</td>
</tr>
<tr>
<td>AGNT</td>
<td>BANK</td>
</tr>
<tr>
<td>AGRMT</td>
<td>BEG</td>
</tr>
<tr>
<td>ALLOC</td>
<td>BEND</td>
</tr>
<tr>
<td>ALLOW</td>
<td>BILL</td>
</tr>
<tr>
<td>ARMS</td>
<td>BRD</td>
</tr>
<tr>
<td>ASST</td>
<td>BRK</td>
</tr>
<tr>
<td>ASSR</td>
<td>BUD</td>
</tr>
<tr>
<td>ASST</td>
<td>BUDG</td>
</tr>
<tr>
<td>ASSR</td>
<td>BV</td>
</tr>
<tr>
<td>ATND</td>
<td>BVL</td>
</tr>
</tbody>
</table>
Examples of updates to an existing source, include:

- A new responsible person
- A new disbursing authority
- Updates to the terms and instructions
- Updates to supporting documentation

You can update existing sources that have been approved.
Delete a source

Able to delete a new source request or an update to an existing source request:

- Before it is submitted for approval
- Deletes the new source requests from the system
- Maintains a source history for existing sources, but deletes the requested update

If the new source has been submitted for approval, you can contact the department approver or Accounting Services to deny

If the source request is approved by Accounting Services, then use the deactivation process.
After a source is created, a department can request to deactivate a source:

- Due to changes to funding, or terms and instructions
- Or, to remove a newly created source that will not be used

Once a source is deactivated, it can’t be reactivated in the system.
Create a new source
Navigating to Enter a Source Request

Main Menu > Finance Menu > UNC Campus > Source Create > Source Request > Add/Change Source
Source Request

Business Unit: UNCCH

Request category: 165

Add
Source Request

Find an Existing Value   Add a New Value

Business Unit:  UNCCH
Request category: 185

Add
* Use the Source Create Help Matrix
* This is the effective of the source request, not the Fund and Source Authority document.
* Based on the request category
Questionnaire

Effective Date: 09/30/2014

Question

Question: Conference Receipts

Answer:
- Conference Registration Fee
- Conference Internal Transfer
- Conference External Support
- Administrative fees

Question

Question: Estimated Total Annual Receipts (e.g. 50000)

Answer: 10000
### Source Request

**SetID:** UNCCH  
**Request category:** 165  
**Business Unit:** UNCCH  
**Request type:** 165B

**Request Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>09/30/2014</td>
</tr>
<tr>
<td>Requester ID</td>
<td>700009990 Lemer, David</td>
</tr>
<tr>
<td>Phone</td>
<td>919/555-1234</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dlemer@unc.edu">dlemer@unc.edu</a></td>
</tr>
<tr>
<td>Responsible person</td>
<td>700009991 Quimby, Paul</td>
</tr>
<tr>
<td>Title</td>
<td>Director</td>
</tr>
<tr>
<td>Phone</td>
<td>919/555-1234</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:pquimby@unc.edu">pquimby@unc.edu</a></td>
</tr>
<tr>
<td>Disbursing Authority ID</td>
<td>700009992 Mendelso, Andrea</td>
</tr>
<tr>
<td>Title</td>
<td>Dean</td>
</tr>
<tr>
<td>Phone</td>
<td>919/555-1234</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:amendel@unc.edu">amendel@unc.edu</a></td>
</tr>
</tbody>
</table>

**Department ID:** 200300  
**Campus Box:** 1234  
**Email ID:**
**Request Details**

- **Status:** In Progress
- **Requester ID:** 700009990
- **Phone:** 919/555-1234
- **Email ID:** dlerner@unc.edu
- **Campus Box:** 1234
- **Responsible person:** 700009991
- **Title:** Director
- **Phone:** 919/555-1234
- **Email ID:** pqunimby@unc.edu
- **Campus Box:** 1234
- **Disbursing Authority ID:** 700009992
- **Title:** Dean
- **Phone:** 919/555-1234
- **Email ID:** amendel@unc.edu
- **Campus Box:** 1234

**Description:**
Ecom Confr

**Long Description:**
Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, and amenities for the event. Fund not used for a specific event.

**Source:**
Funding comes from registration fees, or internal and external sponsorships.

**Justification:**
Regional conference to build ecommerce in the Research Triangle.

**Source Title:** Ecommerce Conference
* Attachments can be a PDF, Microsoft Office document, png or a jpeg
* This only saves the source request – does not submit it for approval
Step one
- Added a new source request

Step two
- Entered the request type
- Completed the questionnaire

Step three
- Entered the requester, responsible person, & disbursing authority

Step four
- Entered source information
- Attached documents
- Saved the source request
Update an existing source
Navigating to Enter a Source Request

Main Menu > Finance Menu > UNC Campus > Source Create > Source Request > Add/Change Source
Source Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

SetID: begins with UNCCH
Business Unit: begins with
Request category: begins with 165
Request type: begins with 165B
Request Id: begins with
Source: begins with
Status: begins with
Requester Id: begins with

Include History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
* Must have the status of University Controller Approved
* Makes a copy of the existing source request
Source Request

Set ID: UNCCH Request category: 165
Business Unit: UNCCH Request type: 165B
Conference, Workshops, Seminar

Source Code: 16828 Request Id: FR0000000005
Add a change request

Source Request

*Effective Date: 10/01/2014

Questionnaire
Print Source Authority

Deactivate Source code

Source Details

Status: Change in Progress
*Requester ID: 70009990 Lemer, David
*Phone: 919/555-1234
*Email ID: dlemer@unc.edu
*Campus Box: 1234

*Responsible person: Collins, Lara
*Department ID: 302100 Academic Advising
*Phone: 919/555-1234
*Email ID: lcollins@unc.edu
*Campus Box: 1234

*Disbursing Authority ID: Nickleson, Tamara
*Department ID: 302100 Academic Advising
*Phone: 919/555-1234
*Email ID: tnickleson@unc.edu
*Campus Box: 1234

*Description: NCCEOP Confr

*Description Long (e.g. Purpose): Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

*Source: Funding comes from registration fees, or internal and external sponsorships.

*Justification: This is for the NCCEOP Upward Bound Academic Symposium & College Fair.

Source Title: NCCEOP Upward Bound Academic Symposium & College Fair
**Request Details**

- **Status**: Change in Progress
- **Requester ID**: 700009990
- **Email**: diemer@unc.edu
- **Campus Box**: 1234
- **Phone**: 919/555-1234
- **Responsible person**: 700009995
- **Title**: Other
- **Email**: jcollins@unc.edu
- **Campus Box**: 1234
- **Disbursing Authority ID**: 700009994
- **Email**: nickleson@unc.edu
- **Campus Box**: 1234

**Description**: NCCEOP Conf

**Justification**: This is for the NCCEOP Upward Bound Academic Symposium & College Fair.

**Source Title**: NCCEOP Upward Bound Academic Symposium & College Fair
### Source Request Details

**Status:** Change in Progress

**Effective Date:** 10/01/2014

**Requester ID:** 700009990

**Responsible Person:** Dobson, Kara

**Title:** Other

**Department ID:** 302100

**Disbursing Authority ID:** 70000994

**Title:** Other

**Source:** NCCEOP Conf

**Source Title:** NCCEOP Upward Bound Academic Symposium & College Fair

**Description:**
Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

**Source:**
Funding comes from registration fees, or internal and external sponsorships.

**Justification:**
This is for the NCCEOP Upward Bound Academic Symposium & College Fair.
**Source Request**

<table>
<thead>
<tr>
<th>Request Category: Conference, Workshops, Seminar</th>
</tr>
</thead>
</table>

| Business Unit: UNCH | Request type: 165B | Conference, Workshops, Seminar |

| Source Code: 16828 | Request Id: FR000000005 |

**Effective Date:** 10/01/2014

**Request Details**

- **Status:** Change in Progress
- **Requester ID:** 700012219
- **Phone:** 919/555-1234
- **Email:** dlemer@unc.edu
- **Campus Box:** 1234

**Responsible Person:**
- **Name:** Dobson, Kara
- **Title:** Director
- **Phone:** 919/555-1234
- **Email:** kdobson@unc.edu
- **Campus Box:** 1234

**Disbursing Authority ID:**
- **Name:** Nickleson, Tamara
- **Title:** Other
- **Phone:** 919/555-1234
- **Email:** tnickleson@unc.edu
- **Campus Box:** 1234

**Description:** NCCEOP Confr

**Funding:**
- **Source:** Funding comes from registration fees, or internal and external sponsorships.

**Justification:**
- **Funding:** This is for the NCCEOP Upward Bound Academic Symposium & College Fair.

**Source Title:** NCCEOP Upward Bound Academic Symposium & College Fair
<table>
<thead>
<tr>
<th><strong>Source Request</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SetID:</strong></td>
<td>UNCCH</td>
</tr>
<tr>
<td><strong>Request category:</strong></td>
<td>165</td>
</tr>
<tr>
<td><strong>Business Unit:</strong></td>
<td>UNCCH</td>
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<tr>
<td><strong>Request type:</strong></td>
<td>165B</td>
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<tr>
<td><strong>Source Code:</strong></td>
<td>16828</td>
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<tr>
<td><strong>Request Id:</strong></td>
<td>FR0000000005</td>
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<td><strong>Source Code:</strong></td>
<td>16828</td>
</tr>
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<td><strong>Request Id:</strong></td>
<td>FR0000000005</td>
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</tbody>
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<td><strong>Effective Date:</strong></td>
<td>10/01/2014</td>
</tr>
<tr>
<td><strong>Requester ID:</strong></td>
<td>700009990</td>
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<tr>
<td><strong>Phone:</strong></td>
<td>919/555-1234</td>
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<tr>
<td><strong>Email ID:</strong></td>
<td><a href="mailto:dlemer@unc.edu">dlemer@unc.edu</a></td>
</tr>
<tr>
<td><strong>Campus Box:</strong></td>
<td>1234</td>
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</table>

<table>
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<tr>
<td><strong>Status:</strong></td>
<td>Change in Progress</td>
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<tr>
<td><strong>Requester ID:</strong></td>
<td>700009990</td>
</tr>
<tr>
<td><strong>Requester Name:</strong></td>
<td>Lemer, David</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>919/555-1234</td>
</tr>
<tr>
<td><strong>Email ID:</strong></td>
<td><a href="mailto:dlemer@unc.edu">dlemer@unc.edu</a></td>
</tr>
<tr>
<td><strong>Campus Box:</strong></td>
<td>1234</td>
</tr>
<tr>
<td><strong>Department ID:</strong></td>
<td>302100</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Responsible person:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID:</strong></td>
<td>700009995</td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>Dobson, Kara</td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Director</td>
</tr>
</tbody>
</table>

| **Disbursing Authority ID:** | 70000996 |
| **Title:** | Treasury |
| **Phone:** | 919/555-1234 |
| **Email ID:** | kdobson@unc.edu |
| **Campus Box:** | 1234 |

| **Department ID:** | 302100 |
| **Title:** | Academic Advising |

| **Phone:** | 919/555-1234 |
| **Email ID:** | @unc.edu |
| **Campus Box:** | 1234 |
Title: Treasury
**SetID:** UNCH

**Request category:** 165

**Conf, Rest Fnd Grant, Study Abrd**

**Business Unit:** UNCH

**Request type:** 165B

**Conference, Workshops, Seminar**

**Source Code:** 16828

**Request Id:** FR0000000005

---

### Source Request

**Effective Date:** 10/01/2014

**Requester ID:** 700009990

**Requester:** Lemer, David

**Phone:** 919/555-1234

**Email ID:** dlemmer@unc.edu

**Campus Box:** 1234

---

### Request Details

**Status:** Change in Progress

**Responsible person:** 700009995

**Person:** Dolson, Kara

**Phone:** 919/555-1234

**Email ID:** kdolson@unc.edu

**Campus Box:** 1234

---

**Disbursing Authority ID:** 700009996

**Authority:** Johnston, Carl

**Phone:** 919/555-1234

**Email ID:** cjohnst@unc.edu

**Campus Box:** 1234

---

**Description:** NCCEOP Conf

**Description (e.g. Purpose):**

Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

**Source:** Funding comes from registration fees, or internal and external sponsorships.

**Justification:** This is for the NCCEOP Upward Bound Academic Symposium & College Fair.

**Source Title:** NCCEOP Upward Bound Academic Symposium & College Fair
Source Request

SetID: UNCCH  Request category: 165 Conf, Rest Fdn Grant, Study Abroad
Business Unit: UNCCH  Request type: 165B Conference, Workshops, Seminar
Source Code:
Request Id: FR0000000005

Submit
### Department Approval

- **SETID=UNCCH, BUSINESS_UNIT=UNCCH, NC_RQST_TYPE=165B, NC_RQST_CAT=165, NC_RQST_ID=FR000000003:** Pending

#### Skipped
- Ellen Smith
  - FUND SOURCE DEPT APPROVAL
  - 09/30/14 - 10:20 AM

#### Pending
- Multiple Approvers
  - FUND SOURCE DEPT APPROVAL

### Accounting Services

- **SETID=UNCCH, BUSINESS_UNIT=UNCCH, NC_RQST_TYPE=165B, NC_RQST_CAT=165, NC_RQST_ID=FR000000003:** Awaiting Further Approval

#### Not Routed
- Multiple Approvers
  - FUND SOURCE ACCTG SERVICES

### Business Analyst

- **SETID=UNCCH, BUSINESS_UNIT=UNCCH, NC_RQST_TYPE=165B, NC_RQST_CAT=165, NC_RQST_ID=FR000000003:** Awaiting Further Approval

#### Not Routed
- Multiple Approvers
  - FUND SOURCE BA

### Comments
Email sent to requester, responsible person, and disbursing authority

Subject: [WARNING: MESSAGE ENCRYPTED] Add/Change Source request FR000000005

Source and Fund Authority has been created and ready to be printed.

Source Details Unit: UNCCH
Request Id: FR000000003
Fund Source:
Category: Capital Improvements
Type: Capital Improvements

A Source and Fund Authority has been created and is ready to be printed.


Please do not reply to this system generated email. If you have questions on how to proceed, please call the department responsible for this process: 213420 - Accounting Services
Let’s Recap

Step one
• Searched for an existing source

Step two
• Updated the source

Step three
• Submitted the source request for approval

Step four
• Reviewed an email confirming that the updated source request is available
Delete a source request
Navigating to Enter a Source Request

Main Menu > Finance Menu > UNC Campus > Source Create > Source Request > Add/Change Source
Source Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

Search Criteria

SetID: begins with UNCCH
Business Unit: begins with
Request category: begins with 165
Request type: begins with 165B
Request Id: begins with
Source: begins with
Status: begins with
Requester Id: begins with

[Include History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]
* Must have the status of In Progress

<table>
<thead>
<tr>
<th>SetId</th>
<th>Business Unit</th>
<th>Request category</th>
<th>Request type</th>
<th>Request Id</th>
<th>Source</th>
<th>Status</th>
<th>Requester Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>UNCCH</td>
<td>165</td>
<td>165B</td>
<td>FR0000000008</td>
<td>(blank)</td>
<td>In Progress</td>
<td>700013564</td>
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</table>
**Request Details**

- **Status:** In Progress
- **Requester ID:** 700009990
  - **Name:** Lemer, David
  - **Phone:** 919/655-1234
  - **Email:** dlemmer@unc.edu
- **Campus Box:** 1234
- **Responsible person:** 700009991
  - **Name:** Quimby, Paul
  - **Title:** Director
  - **Phone:** 919/655-1234
  - **Email:** pquimby@unc.edu
- **Department ID:** 200300
  - **Name:** Innovation and Entrepreneurship
- **Campus Box:** 1234
- **Disbursing Authority ID:** 700009992
  - **Name:** Mendelson, Andrea
  - **Title:** Dean
  - **Phone:** 919/655-1234
  - **Email:** amendel@unc.edu
- **Campus Box:** 1234

- **Description:** Ecom Conf
- **Long Description:** Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for specific event.
- **Source:** Funding comes from registration fees, or internal and external sponsorships.
- **Justification:** Regional conference to build ecommerce in the Research Triangle.

**Source Title:** Ecommerce Conference

**Associated Documents**

<table>
<thead>
<tr>
<th>Attached File</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• removes a new source request from the system
• Removes the update request for an existing source and the system maintains the history
Step one
• Searched for an existing source

Step two
• Clicked the Delete Button

Step three
• Source request is removed from the system
Deactivate a source
Navigating to Enter a Source Request

Main Menu > Finance Menu > UNC Campus > Source Create > Source Request > Add/Change Source
Source Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

SetID: begins with UNCCCH
Business Unit: begins with
Request category: begins with 165
Request type: begins with 165B
Request Id: begins with
Source: begins with
Status: begins with
Requester Id: begins with

Include History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
<table>
<thead>
<tr>
<th>SetID</th>
<th>Business Unit</th>
<th>Request category</th>
<th>Request type</th>
<th>Request Id</th>
<th>Source</th>
<th>Status</th>
<th>Requester Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>UNCCH</td>
<td>165</td>
<td>165B</td>
<td>FR000000007 (blank)</td>
<td>In Progress</td>
<td>700012219</td>
<td></td>
</tr>
<tr>
<td>UNCC</td>
<td>UNCC</td>
<td>165</td>
<td>165B</td>
<td>FR000000005 16828</td>
<td>Change in Progress</td>
<td>700012219</td>
<td></td>
</tr>
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<td>UNCC</td>
<td>UNCC</td>
<td>165</td>
<td>165B</td>
<td>FR000000004 (blank)</td>
<td>Request Submitted</td>
<td>700013128</td>
<td></td>
</tr>
<tr>
<td>UNCC</td>
<td>UNCC</td>
<td>165</td>
<td>165B</td>
<td>FR000000003 (blank)</td>
<td>Department Approved</td>
<td>700013564</td>
<td></td>
</tr>
<tr>
<td>UNCCH</td>
<td>UNCCH</td>
<td>165</td>
<td>165B</td>
<td>FR000000002 16829</td>
<td>University Controller Approved</td>
<td>700013564</td>
<td></td>
</tr>
</tbody>
</table>

* Must have the status of University Controller Approved
## Source Request

**Set ID:** UNCCCH  
**Request category:** 165  
**Business Unit:** UNCCCH  
**Request type:** 165B  
**Source Code:** 16829  
**Request ID:** FR0000000001

**Effective Date:** 10/01/2014

### Request Details

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<thead>
<tr>
<th><strong>Status</strong></th>
<th>University Controller Approved</th>
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</thead>
<tbody>
<tr>
<td><strong>Requester ID</strong></td>
<td>700009990          Paulson, Jeremy</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>919/555-1234       Email ID: <a href="mailto:jpaulson@unc.edu">jpaulson@unc.edu</a></td>
</tr>
</tbody>
</table>
| **Responsible person** | 700009991  Cosover, Emily  
| **Title** | Other  
| **Phone** | 919/555-1234       Email ID: ecosover@unc.edu |
| **Disbursing Authority ID** | 700009992  Wilmer, Kurt  
| **Title** | Other  
| **Phone** | 919/555-1234       Email ID: kwilmer@unc.edu |
| **Department ID** | 318200  Biology  
| **Campus Box** | 1234 |  
| **Department ID** | 318200  Biology  
| **Campus Box** | 1234 |

### Description:

Bio Confr

### Desclrlong (e.g. Purpose):

Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

### Source:

Funding comes from registration fees, or internal and external sponsorships.

### Justification:

This is for the semi-annual Biology Conference

### Source Title:

Biology Conference

### Associated Documents

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Personalize</th>
<th>Find</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>biology_conference_source_attributes_ds</td>
<td></td>
<td></td>
<td>View</td>
</tr>
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</table>
Source Request

Set ID: UNCCH  Request category: 165  Source Code: 16829  Request Id: FR0000000002
Business Unit: UNCCH  Request type: 165B  Conference, Workshops, Seminar

Source Request

*Effective Date: 10/01/2014

Request Details

- Status: Change in Progress
- Requester ID: 7000099990
  
- Responsible person: 700009991
  - Title: Other
  - Phone: 919/555-1234
  - Email ID: qaquirby@unc.edu
  - Campus Box: 1234

- Disbursing Authority ID: 700009992
  - Title: Other
  - Phone: 919/555-1234
  - Email ID: amendel@unc.edu
  - Campus Box: 1234

- Requester ID: 700009990
  - Title: Lerner, David
  - Phone: 919/555-1234
  - Email ID: dflemer@unc.edu
  - Campus Box: 1234

- Department ID: 200300
  - Innovation and Entrepreneurship

*Description: Bio Confr

*Description (e.g. Purpose): Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

*Source: Funding comes from registration fees, or internal and external sponsorships.

*Justification: This is for the semi-annual Biology Conference

Source Title: Ecommerce Conference Fall 2014

Deactivate Source code
**Source Request**

- **SetID:** UNCCH
- **Request category:** 165
- **Business Unit:** UNCCH
- **Request type:** 165B
- **Conf, Rest Fdn Grant, Study Abrd**
- **Conference, Workshops, Seminar**

**Request Details**

- **Effective Date:** 10/01/2014
- **Status:** Change in Progress
- **Requester ID:** 70009990
- **Paulson, Jeremy**
- **Phone:** 919/555-1234
- **Email ID:** jpaulson@unc.edu
- **Campus Box:** 1234

- **Responsible person:** 70009991
- **Cosover, Emily**
- **Department ID:** 318200
- **Biology**
- **Phone:** 919/555-1234
- **Email ID:** ecoower@unc.edu
- **Campus Box:** 1234

- **Disbursing Authority ID:** 70009992
- **Wilmer, Kurt**
- **Department ID:** 318200
- **Biology**
- **Phone:** 919/555-1234
- **Email ID:** kwilmer@unc.edu
- **Campus Box:** 1234

- **Description:** Bio Confr
- **Funding comes from registration fees, or internal and external sponsorships.**

- **Justification:**
  This is for the semi-annual Biology Conference

**Associated Documents**

- **Attached File**
  1. biology_conference_source_attributes_ds

**Deactivate Source code**

Add a change request
* Click the link to view the Questions to consider before Deactivating a Source
**Questionnaire**

<table>
<thead>
<tr>
<th>Questionnaire</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
</table>

**Effective Date:** 10/01/2014

**Question**

- I have read the [Questions to Consider before Deactivating a Source](#) document and agree this source is ready to be deactivated.

[OK]  [Cancel]
### Source Request

**SetID:** UNCCH  
**Request category:** 165  
**Business Unit:** UNCCH  
**Request type:** 165B  
**Conf, Rest Fdn Grant, Study Abrod**  
**Source Code:** 16829  
**Request Id:** FR000000002

**Effective Date:** 10/01/2014

**Request Details**

- **Status:** Change in Progress
- **Requester ID:** 700009990  
  **Paulson, Jeremy**
- **Phone:** 919/555-1234  
  **Email ID:** jpaulson@unc.edu
- **Campus Box:** 1234
- **Responsible person:** 700009991  
  **Cosover, Emily**
  **Department ID:** 318200  
  **Biology**
  **Title:** Other
  **Phone:** 919/555-1234  
  **Email ID:** ecosover@unc.edu
  **Campus Box:** 1234
- **Disbursing Authority ID:** 700009992
  **Wilmer, Kurt**
  **Department ID:** 318200  
  **Biology**
  **Title:** Other
  **Phone:** 919/555-1234  
  **Email ID:** kwilmer@unc.edu
  **Campus Box:** 1234

**Description:** Bio Confr

**Descrlong (e.g. Purpose):** Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

**Source:** Funding comes from registration fees, or internal and external sponsorships.

**Justification:**

**Source Title:** Ecommerce Conference Fall 2014

### Associated Documents

<table>
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<tr>
<th>Attached File</th>
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<th>Attach</th>
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<tbody>
<tr>
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<td>Attach</td>
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</table>
**Source Request**

**Set ID:** UNCH  
**Request category:** 165  
**Conf., Rest Fdn Grant, Study Abrd**

**Business Unit:** UNCH  
**Request type:** 165B  
**Conference, Workshops, Seminar**

**Source Code:** 16829  
**Request ID:** FR0000000002

**Effective Date:** 10/01/2014

**Request Details**

**Status:** Change in Progress

**Requester ID:** 700009990  
Paulson, Jeremy

**Phone:** 919/555-1234  
**Email ID:** jpaulson@unc.edu

**Campus Box:** 1234

**Responsible Person:** 700009991  
Cosover, Emily  
**Department ID:** 318200  
**Biology**

**Title:** Other

**Phone:** 919/555-1234  
**Email ID:** ecosover@unc.edu

**Campus Box:** 1234

**Disbursing Authority ID:** 700009992  
Wilmer, Kurt  
**Department ID:** 318200  
**Biology**

**Title:** Other

**Phone:** 919/555-1234  
**Email ID:** kwilmer@unc.edu

**Campus Box:** 1234

**Description:** Bio Confr

**Description (e.g. Purpose):** Fund shall be used to cover all expenses related to the conference, workshop, or seminar, including food and beverages, rooms, amenities for event. Fund not used for a specific event.

**Source:** Funding comes from registration fees, or internal and external sponsorships.

**Justification:**

**Source Title:** Ecommerce Conference Fall 2014

**Associated Documents**

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<td>Source Request</td>
<td>Source Approvals</td>
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<td><strong>Conf., Rest Fdn Grant, Study Abroad</strong></td>
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<td><strong>Conference, Workshops, Seminar</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Request Id:</strong> FR000000002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Submit]
Let’s Recap

Step one
• Searched for an existing source

Step two
• Marked it to be Deactivated

Step three
• Submitted the deactivation request for approval
Key Points to Remember

• Use ConnectCarolina to enter source requests
• The Business Analysis Group creates the new source chartfields in the system
• You will receive two email notifications:
  • One from the Business Analysis Group that a source chartfield is available for use
  • A second from the controller with the Fund and Source Authority Document attached
Thank you for your participation!

For more information

• Review the Q&A from Webinar to review any questions from the webinar

• Use the ConnectCarolina Online Help for step-by-step instruction on entering a source request

• Take the Requesting New Chartfields CBT

• Go to the Finance Division Website to view:
  • Source Create Information
  • Questions to answer before deactivating a source