PREPARING FOR YEAR END CLOSE: REVIEWING OPEN TRANSACTIONS

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Overview
To prepare for year end close, you must process all unposted transactions. Open transactions can’t roll forward into the new fiscal year. This means:

- Unposted vouchers will be deleted.
- Open requisitions are subject to being cancelled by Central Office.
- Open balance purchase orders can roll to the next year only if all related documents are in the correct status.
- Unprocessed (meaning department approvals are incomplete) budget journals, budget transfers, and campus journals will be deleted.
- Unsubmitted deposits will be deleted.

All transactions need to have departmental approval completed.

So, for each type of transaction that is open, you need to figure out why the transaction is stuck, and then either:

- delete it, or
- resolve the issue and then get it through departmental approval before the date specified by Accounting Services.

The system has several queries to help you identify open transactions and help you resolve them. It is highly recommended that on an ongoing basis, you run the queries to check for edit errors, budget errors, and transactions in any unposted status.

“Stuck” Transactions
There are three areas where transactions can get stuck:

- Edit errors, which involve various checks the system does on a transaction, such as making sure:
  - the chartfield strings (combo edits) are valid
  - dates are valid
  - the PO, voucher, and receipt match
- Budget errors
- Unposted transactions, which include those:
  - With edit errors
  - With budget errors
  - That are still in the approval process
  - That are approved but not yet posted (posting runs once per day after 6:00 p.m.)
Queries
The system contains a set of queries that enables campus departments to view incomplete financial transactions. The queries fall into the following categories:

- Queries that show edit errors
- Queries that show budget checking errors
- Queries that show transactions not yet posted
- Queries that show transactions in an approval worklist

It is recommended you first run the queries to find edit and budget errors. Once those are fixed, you can run the unposted transactions and approval worklist queries.

The table below lists the available queries. There is a unique edit, budget, unposted, and approval worklist query for each type of financial transaction.

<table>
<thead>
<tr>
<th>#</th>
<th>Group Type</th>
<th>Transaction the query addresses</th>
<th>Query Name</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Edit error queries</td>
<td>Purchase Orders</td>
<td>NC_PO_EDIT_ERRORS</td>
<td>This query shows purchase orders with edit errors, such as combo edit errors and match exception errors.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Vouchers</td>
<td>NC_AP_EDIT_ERRORS_VOUCHERS</td>
<td>This query shows vouchers with edit errors, such as combo edit errors and match exception errors.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Campus Journals (GL)</td>
<td>NC_GL_JOURNAL_EDIT_ERRORS_DEPT</td>
<td>This query shows campus journals (GL) with edit errors, such as combo edit errors.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Deposits</td>
<td>NC_AR_EDIT_ERROR</td>
<td>This query shows deposits with edit errors, such as combo edit errors.</td>
</tr>
<tr>
<td>#</td>
<td>Group Type</td>
<td>Transaction the query addresses</td>
<td>Query Name</td>
<td>Query Description</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------</td>
<td>---------------------------------</td>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Requisitions</td>
<td>NC_KK_ERRORS_REQ_DEPT</td>
<td>This query shows requisitions that have a budget error.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Purchase Orders</td>
<td>NC_KK_ERRORS_PO_DEPT</td>
<td>This query shows purchase orders that have a budget error.</td>
</tr>
<tr>
<td>7</td>
<td>Budget error queries</td>
<td>Vouchers</td>
<td>NC_KK_ERRORS_VOUCHERS_DEPT</td>
<td>This query shows vouchers that have a budget error.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Budget Journals</td>
<td>NC_KK_ERRORS_BUD_JRNLS</td>
<td>This query shows budget journals that have a budget error.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Campus Journals (GL)</td>
<td>NC_KK_ERRORS_JOURNALS_DEPT</td>
<td>This query shows campus journals (GL) that have a budget error.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Deposits</td>
<td>NC_KK_ERRORS_AR_MISCPAY</td>
<td>This query shows deposits that have a budget error.</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Payroll</td>
<td>NC_KK_ERRORS_PAYROLL</td>
<td>This query shows payroll lines that have a budget error.</td>
</tr>
<tr>
<td>12</td>
<td>Transactions in Unposted status</td>
<td>Vouchers</td>
<td>NC_AP_UNPOSTED_VOUCHERS</td>
<td>This query shows vouchers that have not posted yet. You should first check for edit and budget errors before running this query.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Budget Journals</td>
<td>NC_GL_BUD_JRLN_NOT_POSTED_DEPT</td>
<td>This query shows budget journals that have not posted yet. You should first check for edit and budget errors before running this query.</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Campus Journals (GL)</td>
<td>NC_GL_JRNL_NOT_POSTED_DEPT1</td>
<td>This query shows campus journals that have not posted yet. You should first check for edit and budget errors before running this query.</td>
</tr>
<tr>
<td>#</td>
<td>Group Type</td>
<td>Transaction the query addresses</td>
<td>Query Name</td>
<td>Query Description</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16</td>
<td>Requisitions in any status¹</td>
<td>Requisitions</td>
<td>NC_EP_REQ_STATUS</td>
<td>This query shows the requisition and budget status of all requisitions.</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Requisitions</td>
<td>NC_REQ_APPROVAL</td>
<td>This query shows requisitions that have not been approved yet. The approver needs to be logged in as themselves in order for this query to show results.</td>
</tr>
<tr>
<td>18</td>
<td>Approval Worklist queries²</td>
<td>Vouchers</td>
<td>NC_VCHR_APPROVAL</td>
<td>This query shows vouchers that have not been approved yet. The approver needs to be logged in as themselves in order for this query to show results.</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Campus Journals (GL)</td>
<td>NC_JRNL_APPROVAL</td>
<td>This query shows journals (GL) that have not been approved yet. The approver needs to be logged in as themselves in order for this query to show results.</td>
</tr>
<tr>
<td>20</td>
<td>Voucher Payment queries</td>
<td>Voucher payments</td>
<td>NC_CPS_VCHR_NOT_PAID_UNCCH1</td>
<td>This query shows vouchers that either have no lines paid, or only partial lines paid. This query includes vouchers in both Posted and Unposted status.</td>
</tr>
</tbody>
</table>

¹ The requisition status query shows the status of all requisitions, since requisitions do not “post”.
² The approval queries show transactions in a person’s approval Worklist. The approver must be logged in as themselves in order for the approval queries to show data.
<table>
<thead>
<tr>
<th>#</th>
<th>Group Type</th>
<th>Transaction the query addresses</th>
<th>Query Name</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
<td>Voucher payments</td>
<td>NC_CPS_VCHR_PMNT_INFO_UNCCH1</td>
<td>This query shows all vouchers that have been paid or partially paid. If no lines on a voucher have been paid, the voucher will not show in this query. You can use the NC_CPS_VCHR_NOT_PAID_UNCCH1 query to see vouchers where no lines have been paid</td>
</tr>
</tbody>
</table>

There is an additional query that shows chartfield attributes: NC_GL_ATTRIBUTE_LIST.
Query Tips
- Don’t leave any of the search fields blank.
- Use the wildcard % to do a partial search.
- The underscore _ works as a wildcard for a specific position.
- You can download queries to Excel.
- Search fields are not case sensitive.

Related Resources
Visit the ccm.info.unc.edu website for information on:

- Combo Edit Rules – quick reference of rules and restrictions for combo edits
- Common Budget Check Exceptions – quick reference of common budget errors and their potential solutions
- Viewing Voucher Statuses – brief guide to viewing voucher statuses for campus vouchers and purchase order vouchers
- Voucher Status – series of tables listing voucher statuses, styles, and origins for Accounts Payable
- Voucher Matching and Error Troubleshooting Query - quick reference on using query to identify your department’s vouchers that are held up with errors
- Checklist to Clean Up Requisitions and Vouchers for Month End and Year End Close – quick reference containing checklists on processing requisitions and processing vouchers for month-end and year-end

Menu Path
Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer
Steps – Running a Query

Follow these steps:

1. Choose this menu option:
   Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

2. Enter the name of the query.
   Note: The search results bring back everything that begins with the text you enter. For example, if you enter “NC_KK” the search results will be everything that begins with “NC_KK”.

3. Click on the Search button.

   ![Query Viewer](image)

   Result: The system displays the list of queries that match your search results.

4. Click on the HTML link to display the query results in HTML.
   Notes:
   - You can also click on the Excel link and download the results directly to Excel. Running it first to HTML allows you to view the results before downloading the file.
   - The Favorite link allows you to save the query as a Favorite. The Favorites query list displays on your Query Viewer page, and are only visible to you.
   - The XML link is not useful for these queries.
   - The Schedule link is not available.

5. Enter uncch, uncga, or a foundation business unit in the Unit field. You cannot leave this field blank.
6. Enter your department number in the Dept field. You cannot leave this field blank.

Notes:

- The % sign is a wildcard. The wildcard can be used before, after, or in between characters. For example:
  - 3% returns all departments beginning with a 3
  - %3 returns all departments ending in 3
  - %3% returns all departments that contain a 3
  - % returns all departments

- The underscore sign (_) can also be used as a wildcard for a specific position. It is typically used when you know some, but not all, values of a string. For example:
  - 4114__ brings back all departments that start with 4114.
  - 411_00 to return all departments from 411100 thru 411900.

7. Click on the View Results button.

Result: The system displays the query results. In Excel, you can sort the fields as needed.

Notes:

- See Appendix A for a description of edit and budget errors.
- See Appendix B for a description of the query fields.
8. Fix the errors by going in each transaction and making the necessary corrections:

<table>
<thead>
<tr>
<th>To fix:</th>
<th>Follow the menu path:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitions</td>
<td>Main Menu &gt; Finance Menu&gt; eProcurement &gt; Manage Requisitions</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>Main Menu &gt; Finance Menu &gt; Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Purchase Orders</td>
</tr>
<tr>
<td>Vouchers</td>
<td>Main Menu &gt; Finance Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Campus Voucher Entry</td>
</tr>
<tr>
<td>Deposits</td>
<td>Main Menu &gt; Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit</td>
</tr>
<tr>
<td>Budget Transfers</td>
<td>Main Menu &gt; Finance Menu &gt; Commitment Control &gt; Budget Journals &gt; Enter Budget Transfers</td>
</tr>
<tr>
<td>Budget Journals</td>
<td>Main Menu &gt; Finance Menu &gt; Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</td>
</tr>
<tr>
<td>Campus Journals</td>
<td>Main Menu &gt; Finance Menu &gt; General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</td>
</tr>
</tbody>
</table>

9. Rerun the query to make sure the corrected transactions do not appear in the results.
Appendix A – Errors

Combo Edit Errors
The most common edit error is a combo edit error. Below are the current combo edit rules. It is helpful to be familiar with these rules when reviewing the query results.

<table>
<thead>
<tr>
<th>Combo Edit</th>
<th>Description</th>
<th>How the chartfields display in the query results</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFSD_IV</td>
<td>Account, Fund, Source, and Department are required on every line.</td>
<td>Account/Fund/Source/Dept ACCOUNT/CLASS_FLD/DEPTID/FU</td>
</tr>
<tr>
<td>AF_VI</td>
<td>Rule 1 Revenue on State funds and all Expense lines must have a fund with a Purpose code. The Fund cannot end in “00”, such as 20100 and 21100. Rule 2 Fund codes 29900, 29910, 29920, or 29930 cannot be used with Business Unit UNCCH. A foundation Business Unit must be used with these funds.</td>
<td>Account/Fund ACCOUNT/FUND_CODE</td>
</tr>
<tr>
<td>FAJ_VV</td>
<td>Lines with OSR or Capital Improvement fund codes must have a Project ID.</td>
<td>Fund/Account/Project ID FUND_CODE/PROJECT_ID/ACCOUNT</td>
</tr>
<tr>
<td>FS_IV</td>
<td>Fund and Source combination must be valid.</td>
<td>Fund/Source FUND_CODE/CLASS_FLD</td>
</tr>
<tr>
<td>SAP_RQ_VV</td>
<td>Rule 1 The Source/Account combination only allows certain Program codes. The Program code used must be valid. Rule 2 The Source/Account combination requires the Program field to be entered. It cannot be left blank. Rule 3 The Source/Account combination requires the Program field be blank.</td>
<td>Source/Program/Account CLASS_FLD/PROGRAM_CODE/ACCOU</td>
</tr>
</tbody>
</table>
### Combo Edits for Foundation Business Units

<table>
<thead>
<tr>
<th>Combo Edit</th>
<th>Description</th>
<th>How the chartfields display in the query results</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF_UNIT</td>
<td>Foundation business units can only use these funds: 29900, 29910, 29920 &amp; 29930.</td>
<td>Account/Fund</td>
</tr>
<tr>
<td>FS_CHASF/FS_CHATH…</td>
<td>Foundation business units require a source code unique to the business unit. For example, CHASF can only use Sources that start with a ‘C’.</td>
<td>Source</td>
</tr>
</tbody>
</table>

### Combo Edits for Athletics only

<table>
<thead>
<tr>
<th>Combo Edit</th>
<th>Description</th>
<th>How the chartfields display in the query results</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1_ATH</td>
<td>Requires a valid Program/Cost Code 1 combination for Athletics</td>
<td>Program/Cost Code 1</td>
</tr>
<tr>
<td>SD_ATH_IV</td>
<td>Requires a valid Source/Department combination for Athletics.</td>
<td>Source/Department</td>
</tr>
</tbody>
</table>

### Combo Edits associated with Data Collect Batches (very unlikely to appear on query results)

<table>
<thead>
<tr>
<th>Combo Edit</th>
<th>Description</th>
<th>How the chartfields display in the query results</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF_VI_BO</td>
<td>Budget Only Source/Fund combinations cannot be entered on Data Collect Batch files.</td>
<td>Source/Fund</td>
</tr>
<tr>
<td>DF_VI</td>
<td>Budget Only Dept/Fund combinations cannot be entered on Data Collect Batch files.</td>
<td>Dept/Fund</td>
</tr>
<tr>
<td>AF_VI*</td>
<td>Occurs when a Budget Only account is entered on the file. Budget Only accounts are not allowed.</td>
<td>Account/Fund</td>
</tr>
<tr>
<td>AF_VI</td>
<td>Falls under the same AF_VI rule above.</td>
<td></td>
</tr>
</tbody>
</table>
## Budget Errors

### Most common:

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Exceeds budget and is over tolerance</td>
</tr>
<tr>
<td>E2</td>
<td>No budget exists</td>
</tr>
<tr>
<td>E3</td>
<td>Budget closed</td>
</tr>
<tr>
<td>E6</td>
<td>Budget date is out of bounds</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only occurs with OSR projects.</td>
</tr>
</tbody>
</table>

### Less common but could occur:

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E35</td>
<td>Required key CF (chartfield) is blank</td>
</tr>
<tr>
<td>E36</td>
<td>Chartfield combination errors exist</td>
</tr>
<tr>
<td>E45</td>
<td>Non key CF (chartfield) has a value</td>
</tr>
<tr>
<td>E48</td>
<td>Chartfield value not at Tree Level</td>
</tr>
<tr>
<td>E49</td>
<td>Key Chartfield is blank</td>
</tr>
<tr>
<td>E64</td>
<td>Parent budget does not exist</td>
</tr>
<tr>
<td>E91</td>
<td>Translation Tree Error</td>
</tr>
</tbody>
</table>
Appendix B – Query Field Definitions

Edit Errors

- Purchase Order Edit Errors
- Voucher Edit Errors
- Campus Journal Edit Errors
- Deposit Edit Errors

Budget Errors

- Requisition Budget Errors
- Purchase Order Budget Errors
- Voucher Budget Errors
- Budget Journal/Transfer Errors
- Campus Journal Budget Errors
- Deposit Budget Errors
- Payroll Budget Errors

Unposted Transactions

- Unposted Vouchers
- Unposted Budget Journals
- Unposted Campus Journals
- Requisitions by Status

Approval Worklists

- Requisition Approval Worklist
- Voucher Approval Worklist
- Campus Journal Approval Worklist
## Purchase Order Edit Errors

### NC_PO_EDIT_ERRORs

**Key fields in yellow**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>PO No.</td>
<td>Purchase Order ID</td>
<td>• EPO – vendor catalog order converted from legacy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• P – Converted order from legacy. Multiple invoicing and no receiving.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• W – Converted order from legacy. Requires receiving.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 – vendor catalog order entered in ConnectCarolina</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Beginning 10/20/2014, non-vendor catalog orders entered in ConnectCarolina will begin with fiscal year, buyer’s initials, and sequential number Example: Y15MTS001</td>
</tr>
<tr>
<td>Acctg Date</td>
<td>The date the transaction is recorded as a commitment</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>The line number in error</td>
<td>Each line in error is a unique row in the query results.</td>
</tr>
<tr>
<td>Sched Num</td>
<td>The schedule line in error</td>
<td>Each schedule line in error is a separate row in the query results.</td>
</tr>
<tr>
<td>Distribution Li</td>
<td>The chartfield string in error</td>
<td>Each distribution line in error is a separate row in the query results.</td>
</tr>
<tr>
<td>Job ID</td>
<td>Process ID related to the error type</td>
<td>Most common is COMBO EDIT</td>
</tr>
<tr>
<td>Field Name</td>
<td>For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.</td>
<td>This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.</td>
</tr>
<tr>
<td>Error Type</td>
<td>System generated name for type of error</td>
<td>Most common is Application Edit</td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>For combo edit errors, contains the chartfields within the combo edit rule that failed.</td>
<td></td>
</tr>
<tr>
<td>Msg Parm</td>
<td>The description that coincides with the code in the Msg Parm3 field</td>
<td>See list of <a href="#">Combo Edit errors</a></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>An additional error message field</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Origin     | Indicates where the purchase order originated                                       | • XML – generated from a vendor catalog order  
• CNV – converted from legacy  
• ONL – generated by Purchasing from a non-vendor catalog order |
| Entered By | Indicates how the purchase order was generated                                       | • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
• An actual person’s name in this field indicates the person who manually generated the PO |
| Approved By| User ID of person who approved the PO                                               |                                                                                                                                       |
| Modify by  | User ID of person who last edited the PO                                            |                                                                                                                                       |
| Budget Status | Indicates status after budget checking process has run                     | N = Needs to be checked; E = error;  
V = Valid  
Typically PO’s that display on the query will have a budget check status of N since there is an edit error, which occurs before budget checking |
| Type       | PO type                                                                            | • GEN – General  
• SO – Service Order  
• MO – Maintenance Order |
| PO Status  | Indicates PO status                                                                | • Initial  
• Open  
• Pending  
• Approved  
• Dispatched  
• Canceled  
• Complete |
| Match Status | Indicates Match status. Matching is a system process that looks to see that the required PO, Invoice, and Receipt have been generated for a particular order | • M - matched  
• T – to be matched  
• N – not required  
• P – partially matched |
## Voucher Edit Errors

**NC_AP_EDIT_ERRORS_VOUCHERS_DPT**

### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Voucher</td>
<td>Voucher ID</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Indicates where the voucher originated</td>
<td>• CMP – Campus voucher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• XML – vendor catalog order</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• RMB – web travel voucher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ONL – non vendor catalog order</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• INN, LAW, etc. – these are interfaces. The three letters identify</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the interface, such as INN for Carolina Inn.</td>
</tr>
<tr>
<td>Job ID</td>
<td>Name of the system process that identified the error</td>
<td>• Online – edit error (typically combo edit)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AP_MATCH – match error</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• APVCHREDIT – error in either amount, chartfield, or accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>date</td>
</tr>
<tr>
<td>Field Name</td>
<td>For combo edit errors, the value in this field is one of the</td>
<td>This field is not really useful in identifying the error. Use the Msg</td>
</tr>
<tr>
<td></td>
<td>chartfields in the combo edit rule that failed</td>
<td>Parm 3 field to identify the error.</td>
</tr>
<tr>
<td>Long Name</td>
<td>System generated name for type of error</td>
<td>Most common is Application Edit</td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>For combo edit errors, contains the chartfields within the</td>
<td>See list of <a href="#">Combo Edit errors</a></td>
</tr>
<tr>
<td></td>
<td>combo edit rule that failed</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Acctg Date</td>
<td>The date the transaction is recorded as a commitment</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>User that entered the voucher</td>
<td></td>
</tr>
<tr>
<td>Entry Status</td>
<td>Processing status of the voucher</td>
<td>R = Recycled</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice description</td>
<td></td>
</tr>
<tr>
<td>Inv Date</td>
<td>Invoice Date</td>
<td></td>
</tr>
</tbody>
</table>
# Campus Journal Edit Errors

**NC_GL_JOURNAL_EDIT_ERRORS_DEPT**

## Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
<td>Name of the system process that identified the error</td>
<td>• CF-EDIT – indicates a chartfield error</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• COMB-EDIT – indicates a combo edit error</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Journal ID</td>
<td></td>
</tr>
<tr>
<td>Jrnl Date</td>
<td>The date the journal was entered and saved in the system</td>
<td></td>
</tr>
<tr>
<td>Line #</td>
<td>The line number in error</td>
<td>Each line in error is a unique row on the query results.</td>
</tr>
<tr>
<td>Source</td>
<td>Indicates where the journal originated</td>
<td>• Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sources that do not begin with a J originate from a data collect batch, a subsystem, or central office</td>
</tr>
<tr>
<td>Field Name</td>
<td>For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed</td>
<td>This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.</td>
</tr>
<tr>
<td>Error name</td>
<td>System generated name for type of error</td>
<td>Most common is Application Edit</td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>For combo edit errors, indicates the Combo Edit rule that failed</td>
<td></td>
</tr>
<tr>
<td>Msg Parm</td>
<td>For combo edit errors, lists the chartfields within the Combo Edit rules</td>
<td>See list of <a href="#">Combo Edit errors</a></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>May contain additional data for the error</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Jrnl Edit Status</td>
<td>Journal Edit Status</td>
<td>N = Needs to be checked; E = error; V = Valid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The status will be E since the query is to identify edit errors</td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Budget Status | Budget Status    | N = Needs to be checked; E = error; V = Valid  
The status will be N unless the journal was edited after it passed budget checking, and the edited version has an edit error. |
| User          |                  | • UNC_FS_CYBERMATION_FIN_KK means the journal was generated by a system process. You still need to fix the edit error as if an actual user had generated the journal.  
• An actual person’s name in this field indicates the person who created the journal. |
| Ledger        |                  | Defaults to ACTUALS                                                                                                                                 |


## Deposit Edit Errors

**NC_AR_EDIT_ERRORS**

### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Customer</td>
<td>Customer name</td>
<td></td>
</tr>
<tr>
<td>Item ID</td>
<td>Item ID</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>The line number in error</td>
<td>Each line in error is a unique row in the query results.</td>
</tr>
<tr>
<td>Job ID</td>
<td>A process ID related to the error type</td>
<td>Most common is COMBO EDIT</td>
</tr>
<tr>
<td>Field Name</td>
<td>For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.</td>
<td>This field is not really useful in identifying the error. Use the Msg Parm 3 field to identify the error.</td>
</tr>
<tr>
<td>Error Type</td>
<td>System generated name for type of error</td>
<td>Most common is Application Edit</td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>For combo edit errors, contains the chartfields within the combo edit rule that failed.</td>
<td>See list of <a href="#">Combo Edit errors</a></td>
</tr>
<tr>
<td>Msg Parm</td>
<td>The description that coincides with the code in the Msg Parm3 field</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>An additional error message field</td>
<td></td>
</tr>
</tbody>
</table>
# Requisition Budget Errors

**NC_KK_ERRORS_REQ_DEPT**

## Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td>Defaults to REQ_PREENC</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Req ID</td>
<td>Requisition ID</td>
<td></td>
</tr>
<tr>
<td>Acctg Date</td>
<td>The date the transaction is recorded as a commitment</td>
<td></td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger group</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Excptn Type</td>
<td>The code associated with the type of budget error, i.e., E1, E2</td>
<td>See list of <a href="#">common budget errors</a></td>
</tr>
<tr>
<td>Long Name</td>
<td>Description of the error listed in the Excptn Type field.</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Source code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Account code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>KK Dept</td>
<td>Department the transaction was budgeted on</td>
<td>May or may not be the same as the Dept entered on the chartfield string, depending on the Fund type</td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>PC Business Unit on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Identifies where the requisition originated</td>
<td>XML – ePro vendor catalog orders &lt;br&gt;ONL – ePro non-vendor catalog</td>
</tr>
<tr>
<td>Requester</td>
<td>Person under whose ID the requisition was entered</td>
<td></td>
</tr>
<tr>
<td>Entered By</td>
<td>Person who entered the requisition. Usually the same person as the Requester.</td>
<td></td>
</tr>
<tr>
<td>Modify By</td>
<td>Indicates who last modified the requisition</td>
<td></td>
</tr>
<tr>
<td>Approved By</td>
<td>The person who approved the requisition</td>
<td>If blank, the requisition has not been approved</td>
</tr>
<tr>
<td>Detail Dept</td>
<td>The department entered on distribution line on the requisition</td>
<td>May or may not be the same department as the KK Dept, depending on the fund type</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Indicates results of the budget checking process for the transaction</td>
<td>The budget status will always be E (Error) on this query</td>
</tr>
<tr>
<td>PO Post Status</td>
<td>Indicates whether the transaction has been posted to the Purchasing subsystem</td>
<td></td>
</tr>
</tbody>
</table>
### Purchase Order Budget Errors

**NC_KK_ERRORS_PO_DEPT**

#### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td>Defaults to PO_POENC</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
</tbody>
</table>
| PO No.      | Purchase Order ID                                                                  | • EPO – vendor catalog order converted from legacy  
• P – Converted order from legacy. Multiple invoicing and no receiving  
• W – Converted order from legacy. Requires receiving  
• 2 – vendor catalog order entered in ConnectCarolina  
• Beginning 10/20/2014, non-vendor catalog orders entered in ConnectCarolina will begin with fiscal year, buyer’s initials, and sequential number Example: Y15MTS001 |
<p>| Ledger Grp  | Budget ledger group                                                                | Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust                                                                                              |
| Excptn Type | The code associated with the type of budget error, i.e., E1, E2                    | See list of common budget errors                                                                                                                        |
| Long Name   | Description of the error listed in the Excptn Type field                           |                                                                                                                                                    |
| Fund        | Fund code on the chartfield string                                                 |                                                                                                                                                    |
| Source      | Source code on the chartfield string                                              |                                                                                                                                                    |
| Account     | Account code on the chartfield string                                             |                                                                                                                                                    |
| KK Dept     | Department the transaction was budgeted on                                        | May or may not be the same as the Dept entered on the chartfield string, depending on the Fund type                                                 |
| PC Bus Unit | PC Business Unit on the chartfield string                                          |                                                                                                                                                    |
| Project ID  | Project ID on the chartfield string                                               |                                                                                                                                                    |
| Program     | Program on the chartfield string                                                  |                                                                                                                                                    |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td>May or may not be the same dept as the KK Dept, depending on the fund type</td>
</tr>
<tr>
<td>Detail Dept</td>
<td>The department entered on distribution line on the requisition</td>
<td></td>
</tr>
<tr>
<td>PO Type</td>
<td>PO Type</td>
<td>• GEN – General&lt;br&gt;• SO – Service Order&lt;br&gt;• MO – Maintenance Order</td>
</tr>
<tr>
<td>PO Status</td>
<td>PO Status</td>
<td>• Initial&lt;br&gt;• Open&lt;br&gt;• Pending&lt;br&gt;• Approved&lt;br&gt;• Dispatched&lt;br&gt;• Canceled&lt;br&gt;• Complete</td>
</tr>
<tr>
<td>Receipt Status</td>
<td>Receipt Status</td>
<td>• Closed&lt;br&gt;• Hold&lt;br&gt;• Moved&lt;br&gt;• Open&lt;br&gt;• Received&lt;br&gt;• Canceled</td>
</tr>
<tr>
<td>Origin</td>
<td>Indicates where the PO originated</td>
<td>• XML – generated from a vendor catalog order&lt;br&gt;• ONL – generated by Purchasing from a non-vendor catalog order&lt;br&gt;• CNV – converted from legacy</td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Match Status | Indicates Match status          | 100 – No receipt  
250 – Voucher line amount not equal to the PO line amount with the PO amount tolerance included  
260 - Voucher line amount not equal to the PO line amount with the PO percentage tolerance included  
270 - The voucher line amount is not equal to the Received line amount, with the PO amount tolerance included  
280 – The voucher line amount is not equal to the Received line amount, with the PO percentage tolerance included  
340 – The current voucher line amount plus the previously matched voucher line amounts, if any, are greater than the PO line schedule amount (set up by quantity)  
350 – The current voucher line amount plus the previously matched voucher line amounts, if any, are greater than the PO line schedule amount (set up by dollar amount)  
S210 – The PO associated with the voucher does not have a valid status  
S300 – The unit of measure on the PO doesn't match the unit of measure on the voucher |
| Acctg Date   | The date the transaction is recorded as a commitment |                                                                                                                                     |
| Entered By   | Person who created the PO       | • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
• An actual person’s name in this field indicates the person who manually generated the PO |
<p>| Approved By  | Person who approved the PO      | UNC_BUYER – indicates a converted journal from legacy                                                                              |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Modify By   | Person who last edited the PO | - UNC_FS_CYBERMATION_PROCURE2PAY means the PO was modified by a system process. You still need to fix the edit error as if an actual user had modified the PO.  
- An actual person’s name in this field indicates the person who manually modified the PO |
## Voucher Budget Errors

### NC_KK_ERRORS_VOUCHERS_DEPT

**Key fields in yellow**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td>Defaults to AP_VOUCHER</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Voucher</td>
<td>Voucher ID</td>
<td></td>
</tr>
<tr>
<td>Acctg Date</td>
<td>The date the transaction is recorded as a commitment</td>
<td></td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger group</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Excptn Type</td>
<td>The code associated with the type of budget error, i.e., E1, E2</td>
<td>See list of <a href="#">common budget errors</a></td>
</tr>
<tr>
<td>Long Name</td>
<td>Description of the error listed in the Excptn type field</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Source code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Account code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>KK Dept</td>
<td>Department the transaction was budgeted on</td>
<td>May or may not be the same as the Dept entered on the chartfield string, depending on the Fund type</td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>PC Bus Unit on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td></td>
</tr>
</tbody>
</table>
| User       | User ID of the person who generated the voucher        | • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
  • An actual person’s name in this field indicates the person who manually generated the PO. |
| Last Update| User ID of the person who last edited the voucher. Often the same as the User. | • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
  • An actual person’s name in this field indicates the person who manually generated the PO. |
| Origin     | Indicates where the voucher originated                 | • CMP – Campus voucher  
  • XML – invoice from vendor catalog order  
  • RMB – Web travel voucher  
  • ONL – invoice from a non-vendor catalog order  
  • Vouchers from a 3rd part voucher system have a unique three-letter code, such as:  
    o INN – Carolina Inn  
    o LAW – Law Library  
    o See the Voucher Statuses QRC on ccinfo for a complete list of 3rd party voucher systems |
| Dept       | The department entered on distribution line on the requisition | May or may not be the same dept as the KK Dept, depending on the fund type |
| Invoice    | Invoice number                                         |                                                                       |
| Invoice Date| Invoice Date                                           |                                                                       |
| Entry Status| Entry Status                                           | • Deleted  
  • Recycle  
  • Postable |
| AP Post Status | Post Status in AP                                    | • P – Posted  
  • U – Unposted |
## Budget Journal/Transfer Errors

**NC_KK_ERRORS_BUD_JRNLS**

### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td>Defaults to GL_BD_JRNL</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Budget Journal ID</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>The date the journal or transfer was entered</td>
<td></td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Excpn Type</td>
<td>The code associated with the type of budget error, i.e., E1, E2</td>
<td>See list of <a href="#">common budget errors</a></td>
</tr>
<tr>
<td>Long Name</td>
<td>Description of the error listed in the Excpn type field</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Source code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Account code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>PC Business Unit on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>User ID of the person who generated the budget journal or transfer</td>
<td></td>
</tr>
</tbody>
</table>
## Campus Journal Budget Errors

**NC_KK_ERRORS_JOURNALS_DEPT**

### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td>Defaults to GL_JOURNAL</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCC, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Journal ID</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date the journal was entered</td>
<td></td>
</tr>
<tr>
<td>Acctg Def Name</td>
<td>Indicates what subsystem the journal was generated from</td>
<td>Example: APDEFN indicates Accounts Payable</td>
</tr>
<tr>
<td>Line #</td>
<td>The line number in error</td>
<td>Each line in error is a unique row on the query results</td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Excptn Type</td>
<td>The code associated with the type of budget error, i.e., E1, E2</td>
<td>See list of common budget errors</td>
</tr>
<tr>
<td>Long Name</td>
<td>Description of the error listed in the Excptn type field</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Source code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Account code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>KK Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>PC Business Unit on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td></td>
</tr>
</tbody>
</table>
| Source        | Indicates where the journal originated                        | • Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR  
|               |                                                               | • Sources that do not begin with a J originate from a data collect batch, a subsystem, or central office |
| Jrnln Edit Status | Journal Edit Status                                       | N = Needs to be checked; E = error; V = Valid                           |
| Budget Status | Journal Budget Status                                         | N = Needs to be checked; E = error; V = Valid                           |
| User          | Person who created the journal                                |                                                                      |
# Deposit Budget Errors

**NC_KK_ERRORS_AR_MISCPAY**

## Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td>Defaults to AR_MISCPAY</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Deposit ID</td>
<td>Deposit ID</td>
<td></td>
</tr>
<tr>
<td>Seq</td>
<td>Sequence number</td>
<td></td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Excptn Type</td>
<td>The code associated with the type of budget error, i.e., E1, E2</td>
<td>See list of <a href="#">common budget errors</a></td>
</tr>
<tr>
<td>Long Name</td>
<td>Description of the error listed in the Excptn type field</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Source code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Account code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>PC Business Unit on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td></td>
</tr>
</tbody>
</table>
### Payroll Budget Errors
#### NC_KK_ERRORS_PAYROLL

#### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran ID</td>
<td>An ID assigned to the specific instance of budget checking</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td>The date the transaction was budget checked</td>
<td></td>
</tr>
<tr>
<td>Tran Type</td>
<td>The type of transaction that was budget checked</td>
<td></td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Excptn Type</td>
<td>The code associated with the type of budget error, i.e., E1, E2</td>
<td>See list of <a href="#">common budget errors</a></td>
</tr>
<tr>
<td>Long Name</td>
<td>Description of the error listed in the Excptn type field</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Source code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Account code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>PC Business Unit on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 1</td>
<td>Cost Code 1 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 2</td>
<td>Cost Code 2 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Cost Code 3</td>
<td>Cost Code 3 on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Msg</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm1</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm2</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Msg Parm3</td>
<td>Additional field for error description</td>
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<tr>
<td>Msg Parm4</td>
<td>Additional field for error description</td>
<td></td>
</tr>
<tr>
<td>Instance</td>
<td>Number associated to the instance of the budget checking process run</td>
<td></td>
</tr>
</tbody>
</table>
## Unposted Vouchers

**NC_AP_UNPOSTED_VOUCHERS**

### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Voucher</td>
<td>Voucher ID</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Detail department</td>
<td></td>
</tr>
<tr>
<td>Acctg Date</td>
<td>The date the transaction is recorded as</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a commitment</td>
<td></td>
</tr>
</tbody>
</table>
| User           | User ID of the person who generated the  | • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
|                | voucher                                  | • An actual person’s name in this field indicates the person who manually generated the PO.                                           |
| Last Updated By| User ID of the person who last edited    | • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
|                | the voucher. Often the same as the User.  | • An actual person’s name in this field indicates the person who manually generated the PO.                                           |
| Origin         | Indicates where the voucher originated   | • CMP – Campus voucher  
|                |                                          | • XML – invoice from vendor catalog order  
|                |                                          | • RMB – Web travel voucher  
|                |                                          | • ONL – invoice from a non-vendor catalog order  
|                |                                          | • Vouchers from a 3rd party voucher system have a unique three-letter code, such as:  
|                |                                          |   o INN – Carolina Inn  
|                |                                          |   o LAW – Law Library  
|                |                                          |   o See the Voucher Statuses QRC on ccinfo for a complete list of 3rd party voucher systems                                    |
| Entry Status   | Entry Status                             | • Deleted  
|                |                                          | • Recycle  
<p>|                |                                          | • Postable                                                                                                                         |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Post Status   | Post Status in AP                                                                 | • P – Posted  
• U – Unposted                                                     |
| Approval Status | Place in approvals queue                                                              | • Pending  
• Approved  
• Denied                                                      |
| Match Status  | Indicates Match status. Matching is a system process that looks to see that the required PO, Invoice, and Receipt have been generated for a particular order. | • M - matched  
• T – to be matched  
• N – not required  
• P – partially matched                                             |
| Invoice       | Invoice number                                                                     |                                                                      |
| Inv Date      | Invoice Date                                                                      |                                                                      |
### Unposted Budget Journals

**NC_GL_BUD JRNL_NOT_POSTED_DEPT**

#### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Bud Jrnl ID</td>
<td>Budget Journal ID</td>
<td></td>
</tr>
<tr>
<td>Bud Jrnl DT</td>
<td>The date the budget journal was entered</td>
<td></td>
</tr>
<tr>
<td>Ledger Grp</td>
<td>Budget ledger</td>
<td>Could be State Parent, OSR, OSR Parent, F&amp;A Parent, Trust</td>
</tr>
<tr>
<td>Ledger</td>
<td>Specific ledger within the ledger group</td>
<td></td>
</tr>
<tr>
<td>Budget Status</td>
<td>Budget status</td>
<td>N = Not checked; E = error; V = Valid</td>
</tr>
<tr>
<td>Long Name</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Fiscal Year the budget journal was entered</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>Period the budget journal was entered</td>
<td>Periods are 1 through 12 for months of fiscal year, so Period 1 is July; Period 2 is August, and so on</td>
</tr>
<tr>
<td>Dept</td>
<td>Dept code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>User ID of the person who generated the budget journal</td>
<td></td>
</tr>
<tr>
<td>Bud Hdr Status</td>
<td>Budget status</td>
<td>N = Not checked; E = error; V = Valid</td>
</tr>
<tr>
<td>Bud Error Description</td>
<td>Description of the budget error status</td>
<td></td>
</tr>
<tr>
<td>Count Line #</td>
<td>Budget Journal line</td>
<td></td>
</tr>
</tbody>
</table>
## Unposted Campus Journals

**NC_GL_JRNL_NOT_POSTED_DEPT1**

### Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>InterUnit BU</td>
<td>Interunit business unit will be different if journal is interunit</td>
<td></td>
</tr>
<tr>
<td>Ledger</td>
<td>Defaults to Actuals</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Fiscal Year journal was entered</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>Period journal was entered</td>
<td>Periods are 1 through 12 for months of fiscal year, so Period 1 is July; Period 2 is August, and so on</td>
</tr>
</tbody>
</table>
| User                | Person who entered the journal                         | • UNC_FS_CYBERMATION_FIN_KK means the journal was generated by a system process. You still need to address why it is not posted.  
• An actual person’s name in this field indicates the person who entered the journal |
| Journal ID          | Journal ID                                             | If the journal came from a subsystem, the journal ID has an alpha prefix, such as PCD for PCard. Journal ID’s with no alpha prefix means the journal was entered directly into the General Ledger, such as campus journals |
| Date                | Date journal was entered                               |                                                                     |
| Count Line #        | Journal line                                           |                                                                     |
| Source              | Where the journal originated                           | • Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR  
• Sources that don’t begin with a J are either a Data Collect Batch (DCB) or come from a subsystem. The description column indicates the name of the DCB or subsystem. |
| Dept                | Dept code on the chartfield string                     |                                                                     |
| Journal Hdr Status  | Journal status                                         | N =Needs to be checked; E = error; V=Valid                           |
| Budget Hdr Status   | Budget status                                          | N =Not checked; E = error; V=Valid                                   |
# Requisitions by Status

**NC_EP_REQ_STATUS**

**Key fields in yellow**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Req ID</td>
<td>Requisition ID</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Status of the requisition in the approvals process</td>
<td>• Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pending Approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Denied</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complete</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Indicates results of the budget checking process for the transaction</td>
<td>• Valid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Error in Budget Check</td>
</tr>
<tr>
<td>Srce Stat</td>
<td>Sourcing status</td>
<td>• Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sourcing in Process</td>
</tr>
<tr>
<td>Line</td>
<td>Line number in the requisition</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Identifies where the requisition originated</td>
<td>• XML – ePro vendor catalog orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ONL – ePro non-vendor catalog</td>
</tr>
<tr>
<td>Requester</td>
<td>Person under whose ID the requisition was entered</td>
<td></td>
</tr>
<tr>
<td>Entered by</td>
<td>Person who entered the requisition. Usually the same person as the Requester.</td>
<td></td>
</tr>
<tr>
<td>Entered</td>
<td>Date the transaction was entered in the system</td>
<td></td>
</tr>
<tr>
<td>User Modify</td>
<td>Indicates who last modified the requisition</td>
<td></td>
</tr>
</tbody>
</table>
# Requisition Approval Worklist

**NC_REQ_APPROVAL**

## Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Person who entered the requisition</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCC, UNC, CHXXX</td>
</tr>
<tr>
<td>Req ID</td>
<td>Requisition ID</td>
<td></td>
</tr>
<tr>
<td>Requisition</td>
<td>Requisition description</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Status of the requisition in the approvals process</td>
<td>• Open&lt;br&gt;• Pending Approval&lt;br&gt;• Approved&lt;br&gt;• Denied&lt;br&gt;• Complete</td>
</tr>
<tr>
<td>Req Date</td>
<td>Date the requisition was entered</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Identifies where the requisition originated</td>
<td>• XML – ePro vendor catalog orders&lt;br&gt;• ONL – ePro non-vendor catalog</td>
</tr>
<tr>
<td>Requester</td>
<td>Person under whose ID the requisition was entered</td>
<td></td>
</tr>
<tr>
<td>Entered by</td>
<td>Person who entered the requisition. Usually the same person as the Requester.</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>The line number</td>
<td></td>
</tr>
<tr>
<td>Vndr Set ID</td>
<td>UNCCH</td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td>Vendor name or number</td>
<td></td>
</tr>
<tr>
<td>Vnd Item ID</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Category code</td>
<td></td>
</tr>
<tr>
<td>Distribution Li</td>
<td>Distribution line</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Department on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Line amount</td>
<td></td>
</tr>
<tr>
<td>Drilling URL</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
# Voucher Approval Worklist

**NC_VCHR_APPROVAL**

**Key fields in yellow**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| User        | User ID of the person who generated the voucher                                  | • UNC_FS_CYBERMATIONPROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.  
• An actual person’s name in this field indicates the person who manually generated the PO. |
| Unit        | Business Unit                                                                    | UNCC, UNCGA, CHXXX                                                                                                                                 |
| Voucher     | Voucher ID                                                                       |                                                                                                                                 |
| Invoice     | Invoice number                                                                    |                                                                                                                                 |
| Date        | Invoice Date                                                                      |                                                                                                                                 |
| Vendor      | Vendor number                                                                     |                                                                                                                                 |
| Name        | Vendor name                                                                       |                                                                                                                                 |
| Location    | Vendor location                                                                   |                                                                                                                                 |
| Origin      | Indicates where the voucher originated                                            | • CMP – Campus voucher  
• XML – invoice from vendor catalog order  
• RMB – Web travel voucher  
• ONL – invoice from a non-vendor catalog order  
• Vouchers from a 3rd part voucher system have a unique three-letter code, such as:  
  o INN – Carolina Inn  
  o LAW – Law Library  
  o See the Voucher Statuses QRC on ccinfo for a complete list of 3rd party voucher systems |
| Status      | Voucher status                                                                    | • Deleted  
• Recycle  
• Postable |
<p>| Merchandise Amt | Merchandise amount                              |                                                                                                                                 |
| Line        | Line number                                                                       |                                                                                                                                 |
| PO Unit     | PO business unit                                                                  |                                                                                                                                 |
| PO No.      | Purchase order number                                                             |                                                                                                                                 |
| Line        | Line number                                                                       |                                                                                                                                 |
| Descr       | Line description                                                                  |                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Li</td>
<td>Distribution line number</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>Department on the chartfield string</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Line amount</td>
<td></td>
</tr>
</tbody>
</table>
## Key fields in yellow

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Person who entered the journal</td>
<td>• UNC_FS_CYBERMATION_FIN_KK means the journal was generated by a system process. You still need to fix the edit error as if an actual user had generated the journal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• An actual person’s name in this field indicates the person who created the journal.</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>uples</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Journal number</td>
<td>uples</td>
</tr>
<tr>
<td>Date</td>
<td>Date the journal was entered and saved in the system</td>
<td>uples</td>
</tr>
<tr>
<td>Seq</td>
<td>Sequence number</td>
<td>uples</td>
</tr>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>uples</td>
</tr>
<tr>
<td>Year</td>
<td>Fiscal Year journal was entered</td>
<td>uples</td>
</tr>
<tr>
<td>Period</td>
<td>Period journal was entered</td>
<td>Periods are 1 through 12 for months of fiscal year, so Period 1 is July; Period 2 is August, and so on</td>
</tr>
<tr>
<td>Lines</td>
<td>Number of lines in journal</td>
<td>uples</td>
</tr>
<tr>
<td>Debits</td>
<td>Total amount of debits</td>
<td>uples</td>
</tr>
<tr>
<td>Credits</td>
<td>Total amount of credits</td>
<td>uples</td>
</tr>
<tr>
<td>Source</td>
<td>Indicates where the journal originated</td>
<td>• Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sources that do not begin with a J originate from a data collect batch, a subsystem, or central office</td>
</tr>
<tr>
<td>Status</td>
<td>Journal approval status</td>
<td>uples</td>
</tr>
<tr>
<td>Line #</td>
<td>The line number</td>
<td>uples</td>
</tr>
<tr>
<td>Ledger</td>
<td>ACTUALS</td>
<td>uples</td>
</tr>
<tr>
<td>Line Descr</td>
<td>Line description</td>
<td>uples</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code on the chartfield string</td>
<td>uples</td>
</tr>
<tr>
<td>Dept</td>
<td>Department on the chartfield string</td>
<td>uples</td>
</tr>
<tr>
<td>Amount</td>
<td>Journal amount</td>
<td>uples</td>
</tr>
<tr>
<td>Drilling URL</td>
<td>N/A</td>
<td>uples</td>
</tr>
</tbody>
</table>
Voucher Payment Query

**NC_CPS_VCHR_PMNT_INFO_UNCCH1**

**Description:** This query shows all vouchers that have been paid or partially paid. If no lines on a voucher have been paid, the voucher will not show in this query. You can use the NC_CPS_VCHR_NOT_PAID_UNCCH1 query to see vouchers where no lines have been paid.

All vouchers on this query are in Posted status with no errors.

**Suggested ways to review your query results:**

<table>
<thead>
<tr>
<th>Key fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum Amount, Paid Amount, and Paid Gross Amount fields</td>
<td>Compare these fields to see whether all voucher lines have been paid.</td>
</tr>
<tr>
<td></td>
<td>The Sum Amount is the total amount of all the voucher lines.</td>
</tr>
<tr>
<td></td>
<td>The Paid Amount is the amount that has been paid.</td>
</tr>
<tr>
<td></td>
<td>If all the voucher lines have paid, the total amount of the voucher lines shows in the Paid Gross Amount field. Otherwise, this field shows 0.00.</td>
</tr>
</tbody>
</table>

**Field description:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Acctg Date</td>
<td>Date the voucher posted</td>
<td></td>
</tr>
<tr>
<td>Voucher</td>
<td>Voucher ID</td>
<td></td>
</tr>
<tr>
<td>Budget Status</td>
<td>Budget Status</td>
<td>• V – Valid</td>
</tr>
<tr>
<td>Invoice ID</td>
<td>The Invoice ID on the invoice</td>
<td></td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The date entered in the Invoice Date field on the voucher. It should be the date that is on the invoice.</td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td>Vendor ID</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Vendor name</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Origin       | Identifies how a voucher entered the system | • CMP – campus voucher  
• RMB – web travel reimbursement  
• TVL – web travel advance  
• XML – vendor catalog orders  
• ONL – non-vendor catalog orders  
• CNV – converted vouchers  
• HSL – Health Science Library  
• INN – Carolina Inn  
• LAW – Law Library  
• LB2 – Library Special Handling  
• LIB – Wilson and Davis Library  
• PNA – Physicians and Associates  
• PYR – benefit payments  
• RIZ – Rizzo Center |
| User         | Indicates who generated the voucher        | • UNC_FS_CYBERMATION_PROCURE2PAY means the voucher was generated by a system process.  
• A user’s onyen indicates the person who manually generated the voucher. |
| Entry Status | Indicates whether the voucher is postable, has been deleted, or has an error. This query only shows vouchers in Postable status. | • P – Postable - voucher has either been posted or in the process of being posted |
| AP Post Status | Indicates whether the voucher has posted or not. This query only shows vouchers in Posted status. | • Posted – voucher has posted |
| Approval Status | Approval Status. This query only shows vouchers in Approved status. | • A – Approved |
| Match Status | Indicates Match status. Matching is a system process that looks to see that the required PO, Invoice, and Receipt have been generated for a particular order. | • M – matched  
• T – to be matched  
• N – not required  
• P – partially matched |
| Dept         | Dept                                       |                                                                      |
| Project ID   | Project ID                                 |                                                                      |
| Sum Amount   | Total amount of all the voucher lines      |                                                                      |
| Status       | Indicates whether the voucher has been paid or not | • P – Paid  
• X – Canceled |
<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date</td>
<td>Payment date</td>
<td></td>
</tr>
<tr>
<td>Payment ID</td>
<td>Check or ACH number</td>
<td></td>
</tr>
<tr>
<td>Payment ID Ref</td>
<td>System generated numbers associated to the payment</td>
<td></td>
</tr>
<tr>
<td>Pymnt Type</td>
<td>Indicates payment type</td>
<td>• R – Regular, W – Withholding</td>
</tr>
<tr>
<td>Paid Amount</td>
<td>Total of all the voucher lines that have been paid</td>
<td>Either all or a portion of the lines will be paid.</td>
</tr>
<tr>
<td>Paid Gross Amt</td>
<td></td>
<td>If all the voucher lines have been paid, that amount shows here.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Otherwise, this field shows 0.00.</td>
</tr>
<tr>
<td>Pymnt Action</td>
<td>Indicates payment status</td>
<td>• S - Scheduled Payment: payment either made or anticipated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• R - Record a Payment: for manual payments, indicates voucher was paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• X - Canceled</td>
</tr>
<tr>
<td>Pymnt Method</td>
<td>Method of payment</td>
<td>• ACH, CHK, MAN, WIR</td>
</tr>
<tr>
<td>Pymnt Handling</td>
<td>List of codes for how to handle payment. Code is tied to the Handling Desc field.</td>
<td>For each line, see the Handling Desc field for a description of the code.</td>
</tr>
<tr>
<td>Handling Descr</td>
<td>The description for how payment is handled.</td>
<td></td>
</tr>
<tr>
<td>On Hold</td>
<td>Indicates whether there’s a hold on the payment</td>
<td>Either yes or no</td>
</tr>
<tr>
<td>Hold Reason</td>
<td>Brief description of the hold reason</td>
<td>• Withholding Hold, Other, Amount in Dispute</td>
</tr>
<tr>
<td>Vendor Hold Flag</td>
<td>Indicates whether there’s a hold on all payments to this vendor.</td>
<td>Either yes or no</td>
</tr>
</tbody>
</table>
Vouchers Not Paid query
NC_CPS_VCHR_NOT_PAID_UNCCH1

Description: This query shows vouchers that either have no lines paid, or only partial lines paid. This query includes vouchers in both Posted and Unposted status (AP Post Status column), so you can use it to identify reasons a voucher is not paid, such as an error (Budget Status column) or pending approval (Approval Status column).

Suggested ways to review your query results:

<table>
<thead>
<tr>
<th>Filter by:</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Post Status – Posted</td>
<td>Review the Accounting Date on the posted vouchers. If the Accounting Date is still within the vendor payment terms, most likely the voucher is on schedule to be paid.</td>
</tr>
</tbody>
</table>
| AP Post Status – Unposted       | These may have an error, or just may still be in process. Review the following fields for unposted vouchers:  

- Acctg Date – how old is the voucher?  
- Budget Status – is it in error?  
- Entry Status – an R Entry Status indicates an error  
- Approval Status – has the voucher been approved? |

Field description:

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit</td>
<td>UNCCH, UNCGA, CHXXX</td>
</tr>
<tr>
<td>Acctg Date</td>
<td>Date the voucher posted</td>
<td></td>
</tr>
<tr>
<td>Voucher</td>
<td>Voucher ID</td>
<td></td>
</tr>
</tbody>
</table>
| Budget Status | Budget Status         | V – Valid   
N – Not checked  
E – Error |
<p>| Invoice ID | The Invoice ID on the invoice |                      |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date</td>
<td>The date entered in the Invoice Date field on the voucher. It should be the date that is on the invoice.</td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td>Vendor ID</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Vendor name</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Identifies how a voucher entered the system</td>
<td>• CMP – campus voucher&lt;br&gt;• RMB – web travel reimbursement&lt;br&gt;• TVL – web travel advance&lt;br&gt;• XML – vendor catalog orders&lt;br&gt;• ONL – non-vendor catalog orders&lt;br&gt;• CNV – converted vouchers&lt;br&gt;• HSL – Health Science Library&lt;br&gt;• INN – Carolina Inn&lt;br&gt;• LAW – Law Library&lt;br&gt;• LB2 – Library Special Handling&lt;br&gt;• LIB – Wilson and Davis Library&lt;br&gt;• PNA – Physicians and Associates&lt;br&gt;• PYR – benefit payments&lt;br&gt;• RIZ – Rizzo Center</td>
</tr>
<tr>
<td>User</td>
<td>Indicates who generated the voucher</td>
<td>• UNC_FS_CYBERMATION_PROCURE2PAY means the voucher was generated by a system process.&lt;br&gt;• A user’s onyen indicates the person who manually generated the voucher.</td>
</tr>
<tr>
<td>Entry Status</td>
<td>Indicates whether the voucher is postable or not</td>
<td>• P – Postable – voucher has either been posted or in the process of being posted&lt;br&gt;• R – Recycle – voucher with errors such as matching, chartfield and budget errors</td>
</tr>
<tr>
<td>AP Post Status</td>
<td>Indicates whether the voucher has posted or not</td>
<td>• Posted – voucher has posted&lt;br&gt;• Unposted – this is the default status. The voucher remains in Unposted status until it passes edit and budget checking and is approved. A voucher in Unposted status could have an error or still be in approvals.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Approval Status</td>
<td>• P – Pending&lt;br&gt;• D – Denied&lt;br&gt;• A – Approved</td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Match Status</td>
<td>Indicates Match status. Matching is a system process that looks to see that the required PO, Invoice, and Receipt have been generated for a particular order.</td>
<td>• M - matched&lt;br&gt;• T – to be matched&lt;br&gt;• N – not required&lt;br&gt;• P – partially matched</td>
</tr>
<tr>
<td>Dept</td>
<td>Dept</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Project ID</td>
<td></td>
</tr>
<tr>
<td>Sum Amount</td>
<td>Total amount of all the voucher lines</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Indicates whether the voucher has been paid or not</td>
<td>• P – Paid&lt;br&gt;• N – Not Selected for payment&lt;br&gt;• S – Selected for payment&lt;br&gt;• X – Canceled</td>
</tr>
<tr>
<td>Pymnt Type</td>
<td>Indicates payment type</td>
<td>• R – Regular&lt;br&gt;• W – Withholding</td>
</tr>
<tr>
<td>Paid amount</td>
<td>Total of all the voucher lines that have been paid</td>
<td></td>
</tr>
<tr>
<td>Paid Gross Amt</td>
<td></td>
<td>If all the voucher lines have been paid, that amount shows here. Otherwise, this field shows 0.00.</td>
</tr>
<tr>
<td>Pymnt Action</td>
<td>Indicates payment status</td>
<td>• S – Scheduled Payment: payment either made or anticipated&lt;br&gt;• P – Prepayment Applied – associated with travel vouchers</td>
</tr>
<tr>
<td>Pymnt Method</td>
<td>Method of payment</td>
<td>• ACH&lt;br&gt;• CHK&lt;br&gt;• MAN&lt;br&gt;• WIR</td>
</tr>
<tr>
<td>Pymnt Handling</td>
<td>List of codes for how to handle payment. Code is tied to the Handling Desc field. For each line, see the Handling Desc field for a description of the code.</td>
<td></td>
</tr>
<tr>
<td>Handling Descr</td>
<td>The description for how payment is handled.</td>
<td></td>
</tr>
<tr>
<td>On Hold</td>
<td>Indicates whether there’s a hold on the payment</td>
<td>Either yes or no</td>
</tr>
<tr>
<td>Hold Reason</td>
<td>Brief description of the hold reason</td>
<td>• Withholding Hold&lt;br&gt;• Other&lt;br&gt;• Amount in Dispute</td>
</tr>
<tr>
<td>Field</td>
<td>Field Description</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Vendor Hold Flag</td>
<td>Indicates whether there’s a hold on all payments to this vendor.</td>
<td>Either yes or no</td>
</tr>
</tbody>
</table>