

The logo for Connect CAROLINA, featuring the word "Connect" in a smaller font above "CAROLINA" in a larger, bold font. An orange swoosh arches over the text.

Finance

A faint, light gray background image of a classical building with several columns and a dome, positioned on the left side of the page.

PREPARING FOR YEAR END CLOSE: REVIEWING OPEN TRANSACTIONS

VERSION: 4/17/2018

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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 6:00p.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.

#	Group Type	Transaction the query addresses	Query Name	Query Description
1	Edit error queries	Purchase Orders	NC_PO_EDIT_ERRORS	This query shows purchase orders with edit errors, such as combo edit errors and match exception errors.
2		Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DPT	This query shows vouchers with edit errors, such as combo edit errors and match exception errors.
3		Campus Journals (GL)	NC_GL_JOURNAL_EDIT_ERRORS_DEPT	This query shows campus journals (GL) with edit errors, such as combo edit errors.
4		Deposits (<i>Requires enhanced access</i>)	NC_AR_EDIT_ERRORS	This query shows deposits with edit errors, such as combo edit errors.

#	Group Type	Transaction the query addresses	Query Name	Query Description
5	Budget error queries	Requisitions	NC_KK_ERRORS_REQ_DEPT	This query shows requisitions that have a budget error.
6		Purchase Orders	NC_KK_ERRORS_PO_DEPT	This query shows purchase orders that have a budget error.
7		Vouchers <i>(Requires enhanced access)</i>	NC_KK_ERRORS_VOUCHERS_DEPT	This query shows vouchers that have a budget error.
8		Budget Journals	NC_KK_ERRORS_BUD_JRNLS	This query shows budget journals that have a budget error.
9		Campus Journals (GL)	NC_KK_ERRORS_JOURNALS_DEPT	This query shows campus journals (GL) that have a budget error.
10		Deposits	NC_KK_ERRORS_AR_MISCPAY_DEPT	This query shows deposits that have a budget error.
11		Payroll	NC_KK_ERRORS_PAYROLL	This query shows payroll lines that have a budget error.
12	Transactions in Unposted status	Vouchers	NC_AP_UNPOSTED_VOUCHERS	This query shows vouchers that have not posted yet. You should first check for edit and budget errors before running this query.
13		Budget Journals	NC_GL_BUD_JRNL_NOT_POSTED_DEPT	This query shows budget journals that have not posted yet. You should first check for edit and budget errors before running this query.
15		Campus Journals (GL)	NC_GL_JRNL_NOT_POSTED_DEPT1	This query shows campus journals that have not posted yet. You should first check for edit and budget errors before running this query.

#	Group Type	Transaction the query addresses	Query Name	Query Description
16	Requisitions in any status ¹	Requisitions	NC_EP_REQ_STATUS	This query shows the requisition and budget status of all requisitions.
17	Approval Worklist queries ²	Requisitions (<i>Requires enhanced access</i>)	NC_REQ_APPROVAL	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.
18		Vouchers	NC_VCHR_APPROVAL	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.
19		Campus Journals (GL) (<i>Requires enhanced access</i>)	NC_JRNL_APPROVAL	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.
20	Voucher Payment queries	Voucher payments	NC_CPS_VCHR_NOT_PAID_UNCCH1	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.

¹The requisition status query shows the status of all requisitions, since requisitions do not “post”.

²The 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.

#	Group Type	Transaction the query addresses	Query Name	Query Description
21		Voucher payments	NC_CPS_VCHR_PMNT_INFO_UNCCH1	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

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 ccinfo.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

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

*Search By begins with

[Advanced Search](#)

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.

Search Results

*Folder View

Query Personalize | Find | View All | First 1-3 of 3 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
NC_AP_EDIT_ERRORS_VOUCHERS	Voucher Edit Errors	Public		HTML	Excel	XML	Schedule	Favorite
NC_AP_EDIT_ERRORS_VOUCHERS_1	Voucher Edit Errors	Public	NC_AP	HTML	Excel	XML	Schedule	Favorite
NC_AP_EDIT_ERRORS_VOUCHERS_DPT	Voucher Edit Errors by Dept	Public		HTML	Excel	XML	Schedule	Favorite

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.

NC_AP_EDIT_ERRORS_VOUCHERS_DPT - Voucher Edit Errors by Dept

Unit:

Dept:

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

Download results in : Excel SpreadSheet CSV Text File XML File (192 kb)							
View All							
	Unit	Voucher	Line	Distribution Li	Job ID	Field Name	Long Name
1	UNCCH	50000145	1	1	Online	CHARTFIELD3	Application Edit
2	UNCCH	50000339	1	1	Online	DEPTID	Application Edit
3	UNCCH	50000386	1	1	Online	DEPTID	Application Edit

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:

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

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.

Combo Edit	Description	How the chartfields display in the query results
AFSD_IV	Account, Fund, Source, and Department are required on every line.	Account/Fund/Source/Dept ACCOUNT/ CLASS_FLD/ DEPTID/ FU
AF_VI	<u>Rule 1</u> 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.	Account/Fund ACCOUNT/ FUND_CODE
	<u>Rule 2</u> Fund codes 29900, 29910, 29920, or 29930 cannot be used with Business Unit UNCCH. A foundation Business Unit must be used with these funds.	
FAJ_VV	Lines with OSR or Capital Improvement fund codes must have a Project ID.	Fund/Account/Project ID FUND_CODE/ PROJECT_ID/ ACCOUNT
FS_IV	Fund and Source combination must be valid.	Fund/Source FUND_CODE/CLASS_FLD
SAP_RQ_VV	<u>Rule 1</u> The Source/Account combination only allows certain Program codes. The Program code used must be valid.	Source/Program/Account CLASS_FLD/ PROGRAM_CODE/ ACCOU
	<u>Rule 2</u> The Source/Account combination requires the Program field to be entered. It cannot be left blank.	
	<u>Rule 3</u> The Source/Account combination requires the Program field be blank.	

Combo Edits for Foundation Business Units

Combo Edit	Description	How the chartfields display in the query results
AF_UNIT	Foundation business units can only use these funds: 29900, 29910, 29920 & 29930.	Account/Fund
FS_CHASF/FS_CHATH...	Foundation business units require a source code unique to the business unit. For example, CHASF can only use Sources that start with a 'C'.	Source

Combo Edits for Athletics only

Combo Edit	Description	How the chartfields display in the query results
P1_ATH	Requires a valid Program/Cost Code 1 combination for Athletics	Program/Cost Code 1
SD_ATH_IV	Requires a valid Source/Department combination for Athletics.	Source/Department

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

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

Budget Errors

Most common:

Error	Description
E1	Exceeds budget and is over tolerance
E2	No budget exists
E3	Budget closed
E6	Budget date is out of bounds Note: Only occurs with OSR projects.

Less common but could occur:

Error	Description
E35	Required key CF (chartfield) is blank
E36	Chartfield combination errors exist
E45	Non key CF (chartfield) has a value
E48	Chartfield value not at Tree Level
E49	Key Chartfield is blank
E64	Parent budget does not exist
E91	Translation Tree Error

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

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
PO No.	Purchase Order ID The initial letters of the PO indicate the type of PO.	<ul style="list-style-type: none"> 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
Acctg Date	The date the transaction is recorded as a commitment	
Line	The line number in error	Each line in error is a unique row in the query results.
Sched Num	The schedule line in error	Each schedule line in error is a separate row in the query results.
Distribution Li	The chartfield string in error	Each distribution line in error is a separate row in the query results.
Job ID	Process ID related to the error type	Most common is COMBO EDIT
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.	This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.
Error Type	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, contains the chartfields within the combo edit rule that failed	See list of Combo Edit errors
Msg Parm	The description that coincides with the code in the Msg Parm3 field	
Msg Parm2	An additional error message field	
Dept	Dept code on the chartfield string	

Field	Field Description	Notes
Origin	Indicates where the purchase order originated	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<p>N =Needs to be checked; E = error; V=Valid</p> <p>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</p>
Type	PO type	<ul style="list-style-type: none"> • GEN – General • SO – Service Order • MO – Maintenance Order
PO Status	Indicates PO status	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Voucher	Voucher ID	
Origin	Indicates where the voucher originated	<ul style="list-style-type: none"> • CMP – Campus voucher • XML – vendor catalog order • RMB – web travel voucher • ONL – non vendor catalog order • INN, LAW, etc. – these are interfaces. The three letters identify the interface, such as INN for Carolina Inn.
Job ID	Name of the system process that identified the error	<ul style="list-style-type: none"> • Online – edit error (typically combo edit) • AP_MATCH – match error • APVCHREDIT – error in either amount, chartfield, or accounting date
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed	This field is not really useful in identifying the error. Use the Msg Parm 3 field to identify the error.
Long Name	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, contains the chartfields within the combo edit rule that failed	See list of Combo Edit errors
Dept	Dept code on the chartfield string	
Acctg Date	The date the transaction is recorded as a commitment	
User	User that entered the voucher	
Entry Status	Processing status of the voucher	R = Recycled
Invoice	Invoice description	
Inv Date	Invoice Date	

Campus Journal Edit Errors

NC_GL_JOURNAL_EDIT_ERRORS_DEPT

Key fields in yellow

Field	Field Description	Notes
Job ID	Name of the system process that identified the error	<ul style="list-style-type: none"> CF-EDIT – indicates a chartfield error COMB-EDIT – indicates a combo edit error
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Journal ID	
Jrnl Date	The date the journal was entered and saved in the system	
Line #	The line number in error	Each line in error is a unique row on the query results.
Source	Indicates where the journal originated	<ul style="list-style-type: none"> 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
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed	This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.
Error name	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, indicates the Combo Edit rule that failed	See list of Combo Edit errors
Msg Parm	For combo edit errors, lists the chartfields within the Combo Edit rules	
Msg Parm2	May contain additional data for the error	
Dept	Dept code on the chartfield string	
Jrnl Edit Status	Journal Edit Status	<p>N =Needs to be checked; E = error; V=Valid</p> <p>The status will be E since the query is to identify edit errors</p>

Field	Field Description	Notes
Budget Status	Budget Status	<p>N =Needs to be checked; E = error; V=Valid</p> <p>The status will be N unless the journal was edited after it passed budget checking, and the edited version has and edit error.</p>
User		<ul style="list-style-type: none"> • 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

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

Requisition Budget Errors

NC_KK_ERRORS_REQ_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to REQ_PREENC
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Req ID	Requisition ID	
Acctg Date	The date the transaction is recorded as a commitment	
Ledger Grp	Budget ledger group	Could be State Parent, OSR, OSR Parent, F&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	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	

Field	Field Description	Notes
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	
Origin	Identifies where the requisition originated	<ul style="list-style-type: none"> • XML – ePro vendor catalog orders • ONL – ePro non-vendor catalog
Requester	Person under whose ID the requisition was entered	
Entered By	Person who entered the requisition. Usually the same person as the Requester.	
Modify By	Indicates who last modified the requisition	
Approved By	The person who approved the requisition	If blank, the requisition has not been approved
Detail Dept	The department entered on distribution line on the requisition	May or may not be the same department as the KK Dept, depending on the fund type
Budget Status	Indicates results of the budget checking process for the transaction	The budget status will always be E (Error) on this query
PO Post Status	Indicates whether the transaction has been posted to the Purchasing subsystem	

Purchase Order Budget Errors

NC_KK_ERRORS_PO_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to PO_POENC
Unit	Business Unit	UNCCH, UNCGA, CHXXX
PO No.	Purchase Order ID	<ul style="list-style-type: none"> 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
Ledger Grp	Budget ledger group	Could be State Parent, OSR, OSR Parent, F&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	

Field	Field Description	Notes
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	
Detail 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
PO Type	PO Type	<ul style="list-style-type: none"> • GEN – General • SO – Service Order • MO – Maintenance Order
PO Status	PO Status	<ul style="list-style-type: none"> • Initial • Open • Pending • Approved • Dispatched • Canceled • Complete
Receipt Status	Receipt Status	<ul style="list-style-type: none"> • Closed • Hold • Moved • Open • Received • Canceled
Origin	Indicates where the PO originated	<ul style="list-style-type: none"> • XML – generated from a vendor catalog order • ONL – generated by Purchasing from a non-vendor catalog order • CNV – converted from legacy

Field	Field Description	Notes
Match Status	Indicates Match status	<p>100 – No receipt</p> <p>250 – Voucher line amount not equal to the PO line amount with the PO amount tolerance included</p> <p>260 - Voucher line amount not equal to the PO line amount with the PO percentage tolerance included</p> <p>270 - The voucher line amount is not equal to the Received line amount, with the PO amount tolerance included</p> <p>280 – The voucher line amount is not equal to the Received line amount, with the PO percentage tolerance included</p> <p>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)</p> <p>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)</p> <p>S210 – The PO associated with the voucher does not have a valid status</p> <p>S300 – The unit of measure on the PO doesn't match the unit of measure on the voucher</p>
Acctg Date	The date the transaction is recorded as a commitment	
Entered By	Person who created the PO	<ul style="list-style-type: none"> • 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	Person who approved the PO	UNC_BUYER – indicates a converted journal from legacy

Field	Field Description	Notes
Modify By	Person who last edited the PO	<ul style="list-style-type: none">• 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

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to AP_VOUCHER
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Voucher	Voucher ID	
Acctg Date	The date the transaction is recorded as a commitment	
Ledger Grp	Budget ledger group	Could be State Parent, OSR, OSR Parent, F&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 Bus Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	

Field	Field Description	Notes
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	
User	User ID of the person who generated the voucher	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ INN – Carolina Inn ○ LAW – Law Library ○ 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	<ul style="list-style-type: none"> • Deleted • Recycle • Postable
AP Post Status	Post Status in AP	<ul style="list-style-type: none"> • P – Posted • U – Unposted

Budget Journal/Transfer Errors

NC_KK_ERRORS_BUD_JRNL

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to GL_BD_JRNL
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Budget Journal ID	
Date	The date the journal or transfer was entered	
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&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	
Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	
User	User ID of the person who generated the budget journal or transfer	

Campus Journal Budget Errors

NC_KK_ERRORS_JOURNALS_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to GL_JOURNAL
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Journal ID	
Date	Date the journal was entered	
Acctg Def Name	Indicates what subsystem the journal was generated from	Example: APDEFN indicates Accounts Payable
Line #	The line number in error	Each line in error is a unique row on the query results
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&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	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	

Field	Field Description	Notes
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	
Source	Indicates where the journal originated	<ul style="list-style-type: none"> • 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
Jrnl 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

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to AR_MISCPAY
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Deposit ID	Deposit ID	
Seq	Sequence number	
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&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	
Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	

Payroll Budget Errors

NC_KK_ERRORS_PAYROLL

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&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	
Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run	

Unposted Vouchers

NC_AP_UNPOSTED_VOUCHERS

Key fields in yellow

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Voucher	Voucher ID	
Dept	Detail department	
Acctg Date	The date the transaction is recorded as a commitment	
User	User ID of the person who generated the voucher	<ul style="list-style-type: none"> • 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 Updated By	User ID of the person who last edited the voucher. Often the same as the User.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ INN – Carolina Inn ○ LAW – Law Library ○ See the Voucher Statuses QRC on ccinfo for a complete list of 3rd party voucher systems
Entry Status	Entry Status	<ul style="list-style-type: none"> • Deleted • Recycle • Postable

Field	Field Description	Notes
Post Status	Post Status in AP	<ul style="list-style-type: none"> • P – Posted • U – Unposted
Approval Status	Place in approvals queue	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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

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

Unposted Campus Journals

NC_GL_JRNL_NOT_POSTED_DEPT1

Key fields in yellow

Field	Field Description	Notes
Bus Unit	Business Unit	UNCCH, UNCGA, CHXXX
InterUnit BU	Interunit business unit will be different if journal is interunit	
Ledger	Defaults to Actuals	
Year	Fiscal Year journal was entered	
Period	Period journal was entered	Periods are 1 through 12 for months of fiscal year, so Period 1 is July; Period 2 is August, and so on
User	Person who entered the journal	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Req ID	Requisition ID	
Status	Status of the requisition in the approvals process	<ul style="list-style-type: none"> • Open • Pending Approval • Approved • Denied • Complete
Budget Status	Indicates results of the budget checking process for the transaction	<ul style="list-style-type: none"> • Valid • Error in Budget Check
Src Stat	Sourcing status	<ul style="list-style-type: none"> • Available • Sourcing in Process
Line	Line number in the requisition	
Origin	Identifies where the requisition originated	<ul style="list-style-type: none"> • XML – ePro vendor catalog orders • ONL – ePro non-vendor catalog
Requester	Person under whose ID the requisition was entered	
Entered by	Person who entered the requisition. Usually the same person as the Requester.	
Entered	Date the transaction was entered in the system	
User Modify	Indicates who last modified the requisition	

Requisition Approval Worklist

NC_REQ_APPROVAL

Key fields in yellow

Field	Field Description	Notes
User	Person who entered the requisition	
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Req ID	Requisition ID	
Requisition	Requisition description	
Status	Status of the requisition in the approvals process	<ul style="list-style-type: none"> • Open • Pending Approval • Approved • Denied • Complete
Req Date	Date the requisition was entered	
Origin	Identifies where the requisition originated	<ul style="list-style-type: none"> • XML – ePro vendor catalog orders • ONL – ePro non-vendor catalog
Requester	Person under whose ID the requisition was entered	
Entered by	Person who entered the requisition. Usually the same person as the Requester.	
Line	The line number	
Vndr Set ID	UNCCH	
Vendor	Vendor name or number	
Vnd Item ID	N/A	
Category	Category code	
Distribution Li	Distribution line	
Fund	Fund code on the chartfield string	
Dept	Department on the chartfield string	
Amount	Line amount	
Drilling URL	N/A	

Voucher Approval Worklist

NC_VCHR_APPROVAL

Key fields in yellow

Field	Field Description	Notes
User	User ID of the person who generated the voucher	<ul style="list-style-type: none"> • 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.
Unit	Business Unit	UNCCH, 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	<ul style="list-style-type: none"> • CMP – Campus voucher • XML – invoice from vendor catalog order • RMB – Web travel voucher • ONL – invoice from a non-vendor catalog order • Vouchers from a 3rdpart voucher system have a unique three-letter code, such as: <ul style="list-style-type: none"> ○ INN – Carolina Inn ○ LAW – Law Library ○ See the Voucher Statuses QRC on ccinfo for a complete list of 3rd party voucher systems
Status	Voucher status	<ul style="list-style-type: none"> • Deleted • Recycle • Postable
Merchandise Amt	Merchandise amount	
Line	Line number	
PO Unit	PO business unit	
PO No.	Purchase order number	
Line	Line number	
Descr	Line description	

Field	Field Description	Notes
Distribution Li	Distribution line number	
Fund	Fund code on the chartfield string	
Dept	Department on the chartfield string	
Amount	Line amount	

Campus Journal Approval Worklist

NC_JRNL_APPROVAL

Key fields in yellow

Field	Field Description	Notes
User	Person who entered the journal	<ul style="list-style-type: none"> • 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.
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Journal number	
Date	Date the journal was entered and saved in the system	
Seq	Sequence number	
Unit	Business Unit	
Year	Fiscal Year journal was entered	
Period	Period journal was entered	Periods are 1 through 12 for months of fiscal year, so Period 1 is July; Period 2 is August, and so on
Lines	Number of lines in journal	
Debits	Total amount of debits	
Credits	Total amount of credits	
Source	Indicates where the journal originated	<ul style="list-style-type: none"> • 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
Status	Journal approval status	
Line #	The line number	
Ledger	ACTUALS	
Line Descr	Line description	
Fund	Fund code on the chartfield string	
Dept	Department on the chartfield string	
Amount	Journal amount	
Drilling URL	N/A	

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:

Key fields	Comments
Sum Amount, Paid Amount, and Paid Gross Amount fields	<p>Compare these fields to see whether all voucher lines have been paid.</p> <p>The Sum Amount is the total amount of all the voucher lines.</p> <p>The Paid Amount is the amount that has been paid.</p> <p>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.</p>

Field description:

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Acctg Date	Date the voucher posted	
Voucher	Voucher ID	
Budget Status	Budget Status	<ul style="list-style-type: none"> V – Valid
Invoice ID	The Invoice ID on the invoice	
Invoice Date	The date entered in the Invoice Date field on the voucher. It should be the date that is on the invoice.	
Vendor	Vendor ID	
Vendor Name	Vendor name	

Field	Field Description	Notes
Origin	Identifies how a voucher entered the system	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Posted – voucher has posted
Approval Status	Approval Status. This query only shows vouchers in Approved status.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • P – Paid • X – Canceled

Field	Field Description	Notes
Payment Date	Payment date	
Payment ID	Check or ACH number	
Payment ID Ref	System generated numbers associated to the payment	
Pymnt Type	Indicates payment type	<ul style="list-style-type: none"> • R – Regular • W – Withholding
Paid Amount	Total of all the voucher lines that have been paid	Either all or a portion of the lines will be paid.
Paid Gross Amt		If all the voucher lines have been paid, that amount shows here. Otherwise, this field shows 0.00.
Pymnt Action	Indicates payment status	<ul style="list-style-type: none"> • S - Scheduled Payment: payment either made or anticipated • R - Record a Payment: for manual payments, indicates voucher was paid • X - Canceled
Pymnt Method	Method of payment	<ul style="list-style-type: none"> • ACH • CHK • MAN • WIR
Pymnt Handling	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.	
Handling Descr	The description for how payment is handled.	
On Hold	Indicates whether there's a hold on the payment	Either yes or no
Hold Reason	Brief description of the hold reason	<ul style="list-style-type: none"> • Withholding Hold • Other • Amount in Dispute
Vendor Hold Flag	Indicates whether there's a hold on all payments to this vendor.	Either yes or no

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:

Filter by:	Comments
AP Post Status – Posted	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.
AP Post Status – Unposted	<p>These may have an error, or just may still be in process.</p> <p>Review the following fields for unposted vouchers:</p> <ul style="list-style-type: none"> • 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:

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Acctg Date	Date the voucher posted	
Voucher	Voucher ID	
Budget Status	Budget Status	<ul style="list-style-type: none"> • V – Valid • N – Not checked • E – Error
Invoice ID	The Invoice ID on the invoice	

Field	Field Description	Notes
Invoice Date	The date entered in the Invoice Date field on the voucher. It should be the date that is on the invoice.	
Vendor	Vendor ID	
Vendor Name	Vendor name	
Origin	Identifies how a voucher entered the system	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 or not	<ul style="list-style-type: none"> • P – Postable – voucher has either been posted or in the process of being posted • R – Recycle – voucher with errors such as matching, chartfield and budget errors
AP Post Status	Indicates whether the voucher has posted or not	<ul style="list-style-type: none"> • Posted – voucher has posted • 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.
Approval Status	Approval Status	<ul style="list-style-type: none"> • P – Pending • D – Denied • A – Approved

Field	Field Description	Notes
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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • P – Paid • N – Not Selected for payment • S – Selected for payment • X – Canceled
Pymnt Type	Indicates payment type	<ul style="list-style-type: none"> • R – Regular • W – Withholding
Paid amount	Total of all the voucher lines that have been paid	
Paid Gross Amt		If all the voucher lines have been paid, that amount shows here. Otherwise, this field shows 0.00.
Pymnt Action	Indicates payment status	<ul style="list-style-type: none"> • S – Scheduled Payment: payment either made or anticipated • P – Prepayment Applied – associated with travel vouchers
Pymnt Method	Method of payment	<ul style="list-style-type: none"> • ACH • CHK • MAN • WIR
Pymnt Handling	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.	
Handling Descr	The description for how payment is handled.	
On Hold	Indicates whether there's a hold on the payment	Either yes or no
Hold Reason	Brief description of the hold reason	<ul style="list-style-type: none"> • Withholding Hold • Other • Amount in Dispute

Field	Field Description	Notes
Vendor Hold Flag	Indicates whether there's a hold on all payments to this vendor.	Either yes or no