Queries for Month-End and Year-End Close

From the Admin WorkCenter home page, choose **WorkCenter > General Finance > Query Viewer**

ConnectCarolina has five types of queries that help you find incomplete financial transactions. They are queries that show:

- Edit errors
- Budget checking errors
- Transactions not yet posted
- Voucher payment lines
- Transactions in an approval worklist

We recommend you first run queries that show edit and budget errors. Once those are fixed, you can run the queries that show unposted transactions and transactions waiting for your approval.

The table below lists the available queries. Each type of financial transaction has unique edit, budget, unposted, and approval worklist queries.

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.

Query Category	Transaction	Query Name
Edit error queries	Purchase Orders	NC_PO_EDIT_ERRORS
	Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DPT
	Campus Journals (GL)	NC_GL_JOURNAL_EDIT_ERRORS_DEPT
	Deposits *(Requires enhanced access)*	NC_AR_EDIT_ERRORS
Budget error queries	Requisitions	NC_KK_ERRORS_REQ_DEPT
	Purchase Orders	NC_KK_ERRORS_PO_DEPT
	Vouchers *(Requires enhanced access)*	NC_KK_ERRORS_VOUCHERS_DEPT
	Budget Journals	NC_KK_ERRORS_BUD_JRNLS
	Campus Journals (GL)	NC_KK_ERRORS_JOURNALS_DEPT
	Deposits	NC_KK_ERRORS_AR_MISCPAY_DEPT
	Payroll	NC_KK_ERRORS_PAYROLL
Transactions in unposted status	Vouchers	NC_AP_UNPOSTED_VOUCHERS
	Budget Journals	NC_GL_BUD_JRNL_NOT_POSTED_DEPT
	Campus Journals (GL)	NC_GL_JRNL_NOT_POSTED_DEPT1
Requisitions in any status (since requisitions don't post)	Requisitions	NC_EP_REQ_STATUS
Voucher payment queries (includes both Posted and Unposted status)	Vouchers with paid or partially paid lines	NC_CPS_VCHR_PMNT_INFO_UNCCH1
	Vouchers with no paid lines or partially paid lines	NC_CPS_VCHR_NOT_PAID_UNCCH1
Approval worklist queries (Approver must be logged in as themselves for the approval queries to show data)	Requisitions *(Requires enhanced access)*	NC_REQ_APPROVAL
	Vouchers	NC_VCHR_APPROVAL
	Campus Journals (GL) *(Requires enhanced access)*	NC_JRNL_APPROVAL