Before you log in
Follow your browser’s instructions

ConnectCarolina uses pop-ups

ConnectCarolina provides its own navigation abilities

Do not use the browser’s back button!
Portal Homepage

Welcome to the Connect Carolina Portal

**Connect Carolina Help: go to help.unc.edu or call 919-962-HELP**

Go-Live for Connect Carolina Finance and HR/Payroll is Oct. 1.

Learn more here: [http://cinfo.unc.edu/go-live/](http://cinfo.unc.edu/go-live/)

NOTE: a fix has been applied and Mozilla Firefox version 30 now works with Connect Carolina.
Portal Homepage

Connected Carolina

SelfService

Student Administration

Finance

HR/Payroll

General Links

Announcements

Welcome to the ConnectCarolina

News about the ConnectCarolina

***************************************************************

BROWSER

Mozilla / Firefox: Do not use Firefox 2014; searches will not work when using Chrome; As of noon, July 14, the
Internet Explorer: Users are expected to use Chrome or Firefox

Guided Tour
HR/ Payroll Menu
View Your Worklist

Welcome to the ConnectCarolina Portal and the UAT testing cycle!

News about the ConnectCarolina Finance and HR/Payroll project: http://ccinfo.uwc.edu/

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BROWSER ISSUES:

Mozilla/Firefox: Do not use Firefox above version 29. There was an update for Mozilla Firefox version 30 (which was just released during the week of June 9, 2014); searches will not work when using Firefox 30.

Internet Explorer: Users are experiencing issues with the latest patch of 11.0.10. PLEASE do not upgrade past 11.0.9.

Chrome: As of noon, July 14, the Chrome issue is resolved in all SPT environments. PLEASE report any new issues you encounter.
Use Folders for Cascading Navigation
Navigate Back Using Breadcrumbs

Connect Carolina

Main Menu ➔ Finance Menu ➔ Commitment Control ➔ Budget Journals ➔ Enter Budget Journals

Enter Budget Journals

Find an Existing Value  Add a New Value

Business Unit: JNCCH
Journal ID: NEXT
Journal Date: 07/27/2014

Add

Find an Existing Value  Add a New Value

Guided Tour
Easily Save Favorites
Guided Tour
View Recently Used Pages

[Image of a web page interface showing search and enrollment options for courses]
View Recently Used Pages

Favorites
- HR WorkCenter
- FS Workcenter

Recent Search Results

Favorites
- Add to My Links
- Edit My Links
- Campus JE
- Enroll Individually
- Enter Budget Journals
- Manage Requisitions

Enroll Individually

Enter any information you have and click Search to find an existing value.

Search Criteria
- Course Code: begins with
- Course Session Nbr: begins with
- Description: begins with
- Course Start Date: =
- Training Facility: begins with
- Session Language: begins with

Find an Existing Value

Guided Tour
Dynamic Search Results

**Manage Requisitions**

To locate requisitions, edit the criteria below and click the Search button:
- Business Unit: [UNCCH]
- Request Status: [All but Complete]
- Date From: [07/20/2014]
- Date To: [07/27/2014]
- Requestor:
- PO ID:

To view the lifespan and line items for a requisition, click the Expand button icon.

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Status</th>
<th>Budget</th>
<th>Total</th>
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<tbody>
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<td>1005000287</td>
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<td>07/25/2014</td>
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<td>1005000288</td>
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<td>07/25/2014</td>
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<td>22,500.00 USD</td>
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<td>2,700.00 USD</td>
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<td></td>
<td>07/25/2014</td>
<td>Received</td>
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<td>25,000.00 USD</td>
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</table>
Easily Export Data to Excel

### Inquiry Results

- **Business Unit:** UNCGH
- **Ledger Group:** STATE
- **Type of Calendar:** Detail Budget Period
- **Amounts in Base Currency:** USD

#### Ledger Totals (100 Rows)

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<thead>
<tr>
<th>Budget</th>
<th>Net Transfers</th>
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<td>32,530,798.00</td>
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<tr>
<td>Expense</td>
<td>0.00</td>
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<tr>
<td>Encumbrance</td>
<td>751,488.35</td>
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<tr>
<td>Pre-Encumbrance</td>
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<tr>
<td>Budget Balance</td>
<td>32,530,798.00</td>
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<tr>
<td>Associate Revenue</td>
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<td>Available Budget</td>
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### Budget Overview Results

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<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>Program</th>
<th>Budget</th>
<th>Expense</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Avail Bud</th>
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</thead>
<tbody>
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<td>12001</td>
<td>51100</td>
<td>420101</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Guided Tour**
Overview of ConnectCarolina FIN Modules

Overview

The University and General Administration (GA) use PeopleSoft to manage all their financial business. There are several discrete finance modules that manage unique aspects of these financial operations.

The University and GA also use PeopleSoft to manage their Human Resources operations, from hiring to employee benefits to payroll, and student activities, from tuition payments to registration.

Below is a list of the PeopleSoft Finance modules being used by the University and GA, along with a description of their core function.

Following these descriptions is a discussion of the integration points among the finance, human resource, and campus solutions modules.

eProcurement —

- Used by campus for daily procurement
- Transactions are checked for sufficient budget before being approved
- Approval requirements controlled by department

Purchasing

- Used by Procurement Office for procuring goods and services and managing vendor quotes
- Recognized as the legal purchasing document between the University/GA and vendors
- Sources all transactions entered through eProcurement and dispatches order to vendor

Accounts Receivable

- Used by University Cashier’s Office to make deposits
- Deposits can be made with cash or electronically

Accounts Payable

- Used by campus for payment of purchases commonly known as check requests, payment requests, small order process (SOP) documents, and independent contractors
- Used by campus and Central Office for Express Payments and regular payments to vendors
- Transactions are checked for sufficient budget before being approved and posted.
What if I need help?

There’s a new Business Systems Help Desk dedicated to ConnectCarolina!

help.unc.edu
919-962-HELP