

**From:** [Kelly-Scholle, Janet](#)  
**To:**

**Subject:** Feb. 11 -- ConnectCarolina Finance Update  
**Date:** Wednesday, February 11, 2015 10:16:14 PM

ConnectCarolina

## Finance Division Update

### Feb. 11, 2015

This Finance Division Update email is for Business Managers, MOU Leads, Finance TIPs, Finance Campus Working Groups and Finance Division staff. Please share with the ConnectCarolina Finance users in your school/division. [We will send updates weekly and as needed.](#)

#### Top Issues

**NEW! ePro Vendor Catalog Error Message:** Several users have asked how to resolve the Account Error message in ePro. The following message appears when the account is not allowed on Vendor Catalog orders: "The PeopleSoft Account you have selected on Line 1, Distribution Line 1 of this Vendor Catalog Requisition is not allowed. Please modify the requisition prior to saving."

To correct this issue, click the triangle beside the appropriate Line Item Number; under the Accounting Lines Section, click the Chartfields2 tab. Change the account number to the appropriate supply account. [ex: 537210=Educational/Research Supplies]. Also, click on the Asset Management Information tab and remove the AM BU and AM Profile information that was populated by the "54XXXX" account.

You will then be able to Budget Check and Save & Submit your Purchase Requisition.

**ePro Vendor Catalog:** Users should enter any special delivery instructions or requested due dates in the Header Comments and click the Send to Vendor box. Entering comments is the only way vendors will receive this important information.

**NEW! Not Posted Budget Journal Query:** The following newly created query will display all Budget Journals for a department that are not posted: NC\_GL\_BUD\_JRNL\_NOT\_POSTED\_DEPT

**NEW! Paycheck Support Role:** Yesterday, we shared information with campus about the new Paycheck support role created for HR Officers. The complete memo can be seen [here](#).

**NEW! Actual Earnings Distribution:** A [memo](#) was sent earlier today to notify MOU Leads and Business Managers that some actual earnings for some biweekly and monthly December and January payrolls were not distributed correctly. More information will be shared as the team continues to work through approaches to correct the errors.

**NEW! Replacement W-2s:** For those affected by the error with imputed income (announced last week), W-2s were available today.

**December Month-End Close:** Central Offices (OSR, Accounting Services and the Budget Office) continue to work on December month-end close.

#### Important Reminders

**NEW! Reconciliation in InfoPorte:** Large venue demos on this topic will be held Feb. 17 in the Hitchcock Room of the Stone Center. [More information](#) can be found on the ccinfo website.

**NEW! User Groups Meeting:** The next finance user group meeting will be held on Feb. 20 from 11 am to 12 noon, in Hamilton Hall, Room 100. More information about User Groups can be found at <http://ccinfo.unc.edu/user-groups/>. FYI, the inaugural ConnectCarolina user group meeting presentation [is available here](#) if you weren't able to attend.

**NEW! ConnectCarolina Finance Liaison meeting scheduled:** Those designated as Finance liaisons are invited to attend the group's initial meeting tomorrow from 10:30 – 11:30 a.m. in 1501A, AOB.

**NEW! Reporting Update:** You can view the latest ConnectCarolina/InfoPorte reporting newsletter, including a listing of new features, [at this link](#).

#### Questions

Users are encouraged to call the Help Desk when they are unsure who to contact for issue resolution. While users may have worked with a specific consultant or BA for another issue, any new issues must be submitted via a remedy ticket, not by calling an individual directly. This is the fastest way to obtain assistance and allows the project team to be able to track issues to determine the scale of the impact to all users.

All technical questions should be directed to the Business Systems Help Desk at 919-962-HELP, or submitted via a help ticket online at [help.unc.edu](http://help.unc.edu) (select ConnectCarolina > ConnectCarolina Finance > the appropriate area of concern).

Functional or business process questions – plus any tips you have to offer – can be added to the [ConnectCarolina user discussion forums](#).

*Suggestions for content can be emailed to [janet\\_kelly-scholle@unc.edu](mailto:janet_kelly-scholle@unc.edu).*