ConnectCarolina

Finance Division Daily Update

Oct. 20, 2014

This Finance Division Daily Update email is for Business Managers, MOU Leads, Finance TIPs, Finance Campus Working Groups and Finance Division staff. Finance will send these daily updates as needed through the go-live and immediate post-go-live periods. **Please share with the ConnectCarolina Finance users in your school/division.**

Top Issues

Payroll B08: An error was discovered on the Biweekly Run Schedule for B08. Please note: the date for ePAR last sync for B08 should be Thursday, Oct. 23 not Monday, Oct. 27 as previously listed. The revised schedule has been corrected on the Payroll Services website. The TIM signoff deadline for B08 has been extended to 9 a.m., Wednesday, Oct. 22.

Vendor Invoice Submission Page (VISP): VISP is the preferred method for submitting invoices against purchase orders. Last week, we mentioned that the project team was aware of a problem with file size limits to VISP, and was increasing the allowable file size for documents to be uploaded to VISP. This issue has been fixed and the allowable file size upload limit has been increased to 1.5 MB. So, a few helpful hints that should allow you to fit 10 to 15 documents in a 1.5 MB file:

-Scan your documents at 200 dpi (dots per inch) or 300dpi, not 600 dpi. This dramatically reduces the space each page takes and is perfectly legible. 200 dpi works fine unless there is a lot of very tiny print.

-Scan your documents in black and white, not color. Color makes each page much bigger.

Budgets: Sept. budgets have been posted.

P-Card Access: P-Cards are now associated with the home department of the card holder, not the Onyen account as in the legacy P-Card system. If you are having difficulty finding a P-Card for which you are reconciler or operator, you will need to request access to the home department of the card holder. The P-Card Officer, Hua Shen, is out of the office until early November. In the interim period, as a temporary measure, users can submit a Remedy ticket to the ConnectCarolina-Finance-Business Systems Help Desk and they will route the ticket appropriately.

eProcurement: Here are a couple of tips for users regarding Purchase Requisitions:
Denied Requisitions – Users have reported instances of modifying the denied Purchase Requisition as requested in the denial comments. However, the Purchase Requisition does not

route for approval and still shows "Denied" status. This is a known issue, but please use the tip below as a workaround.

- Workaround: The user has to slightly modify the Requisition Name field and then will be able to 'Submit & Save' the Purchase Requisition. The Purchase Requisition then processes to the appropriate approval group.

Requesting New Locations – When submitting a ticket to request a new ePro location, please include the complete physical location that is needed. We cannot add a location without a room number.

Important Reminders

System Availability: Detailed information about system availability is available at http://ccinfo.unc.edu/getting-help-after-go-live/. ePro 9.1 is available 24/7. ConnectCarolina Finance is available 7 a.m. – 7 p.m., Monday – Friday; and from 7 a.m. Saturday to 6 a.m. Sunday; with a maintenance outage window Sunday from 6 a.m. to 1 p.m. Full 24 hour access is expected to be restored in November.

Resources and Documentation

The ConnectCarolina training team is offering a series of mobile labs across campus for users: open-ended, drop-in sessions to ask ConnectCarolina experts anything. Find out more information about when and where the labs are being held.

Questions

Functional: Functional, business process or other general questions – plus any tips you have to offer – can be added to the ConnectCarolina user discussion forums.

Technical: 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 (select ConnectCarolina > ConnectCarolina Finance > the appropriate area of concern). Your help ticket will be answered by a team dedicated to working on Finance questions and issues. Business Systems Help Desk hours are 8 a.m. to 6 p.m.

Suggestions for content can be emailed to janet_kelly-scholle@unc.edu.