From: Kelly-Scholle, Janet  
Sent: Wednesday, October 29, 2014 3:54 PM  
Subject: Oct. 29 -- ConnectCarolina Finance Update

Oct. 29, 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. Please share with the ConnectCarolina Finance users in your school/division.

Important Changes

TIP calls/meetings: Starting this week, we will not hold our 4 p.m. TIP calls on Tuesday or Thursday. We will still have the calls on Monday and Wednesday, and the TIP face-to-face meetings on Friday. This Friday’s meeting will be held at Toy Lounge (Dey Hall).

Top Issues

New combo edit error message: There have been issues with chartfield strings being used where the 3 Project Costing chartfields (Business Unit PC, Project ID, Activity ID) were not consistently used together. If a Project ID is used, Business Unit PC and Activity ID are required chartfields. As of today, when these values are not used correctly, a user will now see an error that states “Invalid combination of Bus Unit PC, Project ID and Activity ID ChartField values in values in line number X”.

University Deposits:

- **DCT Receipt and Deposit Status Report**: The DCT Receipt Report and the Deposit Status Report parameter options have been improved to eliminate issues that some depositors have been experiencing.
- A step-by-step guide to running the Deposit Status Report and the DCT Receipt Report are also included in the [Running Deposits Reports Quick Reference Card](#) on the ccinfo Resources webpage.

Month-End Close:

- **Clarification**: Yesterday, a month-end close guidance memo mentioned pre-dating new journals. We discovered this morning that Campus Journal is not working as expected, and users are not able to forward-date campus journals. *Due to that, please hold the data entry for new November campus journals until Monday, Nov. 3 when the new accounting month opens.*
- Users *are* able to forward-date budget journals/transfers.
- **Reminder**: Transactions should be processed through at least Departmental Workflow by COB today, Oct. 29, in order to ensure the journal will be posted in October. Central Office (OSR, Accounting Services and Budget office) will ensure journals are posted if received by COB today.
Payroll:

- **Biweekly 08:** We have identified a minor error with the B08 pay for many SPA exempt employees. This error resulted in these employees being underpaid by up to $20. We are in the process of identifying these employees and will send them individual communications tomorrow morning to alert them to the problem before the paystubs are issued. We recommend close review of the B08 check register as well.
  - Note that the net pay may actually look larger on this paycheck because this is the third paycheck of the month so it does not include many of the regular deductions.
- **Monthly 04:** Since this is the first monthly payroll in ConnectCarolina, you may want to remind your EPA employees about paystub changes and how to access their paystubs.

Web Travel:

- Last night, a fix took place that will reduce the occurrence of Web Travel vouchers, airfare journals, and P-Card journals failing due to validation errors in ConnectCarolina.
- Another fix took place last night that removes the requirement for ACH information to be in the vendor record for the creation of Travel Authorization documents. Both Travel Cash Advances and Pre-registrations are paid via check, so the ACH requirement was unnecessary.

Campus Journal: Users have reported and the project team has confirmed a performance issue related to Campus Journal entry running slowly and not recognizing values in the field. We are aware of and are working on this issue.

Important Reminders

**System Availability:** 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 [Resource Documents](#) webpage provides quick access to student guides, 101 documents and recorded webinars.

**Questions**

**Functional:** Functional or business process 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.*