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**To:**

**Subject:** Nov. 18 -- ConnectCarolina Finance Update
**Date:** Tuesday, November 18, 2014 3:08:08 PM

ConnectCarolina

# Finance Division Daily Update

## Nov. 18, 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.**

### Top Issues

**Web Travel:** On Friday, we shared that a fix was being worked for a known Issue with the interface between ConnectCarolina and Web Travel. The fix is complete, so payments made in ConnectCarolina will be posted overnight to Web Travel. Note: the update process runs once a day. So a change made today will not be reflected in Web Travel until tomorrow. This fix has updated travel document status for all vouchers.

**Journal Entries:** We are aware of an issue with users not being able to do correcting journal entries on converted data. We are working on a resolution, and will let you know as soon as users are able to do these entries.

### Helpful Tips

**Receiving and Purchasing Large Venue Demo – Part II:** Another large venue demo on receiving and purchasing inquiries will take place Thursday, Nov. 20 from 2 to 3 p.m. in Toy Lounge, Dey Hall. The demo will focus on the step-by-step procedures for receiving orders. It will also cover PO and payment inquiries. .

### Important Reminders

**Early TIM Deadlines Reminder:** Last week, a reminder was sent to TIM Administrators regarding early upcoming TIM deadlines:

- **November EPA Termination Payouts Deadline:**
  For EPA terminations occurring between Nov. 1 and Nov. 30, leave payouts must be entered in TIM by 5:00 p.m. on Tuesday, Nov. 18.

**Airgas Holiday Schedule:** Airgas National Welders will be closed Thursday, Nov. 27 – Friday, Nov. 28 in observance of the Thanksgiving holiday. During this time no scheduled deliveries will be made. Dry ice will be delivered on Monday, Nov. 24 and Wednesday, Nov. 26.

**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.

### Questions

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.

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.