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**To:**

**Subject:** Nov. 20 -- ConnectCarolina Finance Update
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ConnectCarolina

# Finance Division Daily Update

## Nov. 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. **Please share with the ConnectCarolina Finance users in your school/division.**

### Top Issues

**ViewStar:** ViewStar will be decommissioned at 5 p.m. Dec. 10, 2014. When ViewStar is shut down the following legacy systems will no longer have access to attachments/images: ePro 8.9 Small Order Process, Web Travel, Web Vendor, Account Request, Check Request, and InDepth. If there are any documents you know you need copies of, you should access them and print them before 5 p.m. on Dec. 10, 2014. All the images in ViewStar have been migrated to ImageNow and are accessible in the Central Offices. We are working on defining processes.

- **In the meantime:** Users can access legacy account fund authority information by selecting the Finance Central link at the top right of the Finance Division homepage. From there, users should sign in and go to their Inbox. Then users should select Search UNC and then Account Request. Search by the old Department Number to view the requests, including fund authority.

### Important Reminders

**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.

### 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.