



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Connect
CAROLINA

University of North Carolina at Chapel Hill

Managing Finance Transactions Using Query Viewer

PeopleSoft Human Resources and Finance Implementation

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Introduction

A set of queries has been created that enables campus departments to view incomplete financial transactions. The queries fall into the following categories:

- Queries that show edit errors
- Queries that show budget checking errors
- Queries that show transactions in an approval Worklist
- A query that shows journals not yet posted to the General Ledger

The list of queries is displayed in the table below. There is a unique edit, budget, and approval worklist query for each type of financial transaction.

Transaction	Query	Query Description
Edit error queries	Requisitions	NC_REQ_EDIT_ERRORS
	Purchase Orders	NC_PO_EDIT_ERRORS
	Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS
	Campus Journals (GL)	NC_GL_JOURNAL_EDIT_ERRORS_DEPT
	Deposits	NC_AR_EDIT_ERROR
Budget error queries	Requisitions	NC_KK_ERRORS_REQ_DEPT
	Purchase Orders	NC_KK_ERRORS_PO_DEPT
	Vouchers	NC_KK_ERRORS_VOUCHERS_DEPT
	Budget Journals	NC_KK_ERRORS_BUD_JRNLS
	Campus Journals (GL)	NC_KK_ERRORS_JOURNALS_DEPT
	Deposits	NC_KK_ERRORS_AR_MISCPAY
	Payroll	NC_KK_ERRORS_PAYROLL
Approval Worklist queries	Requisitions	NC_REQ_APPROVAL
	Vouchers	NC_VCHR_APPROVAL
	Campus Journals (GL)	NC_JRNL_APPROVAL
GL Journals	Journals not yet posted	NC_GL_JRNL_NOT_POSTED_DEPT

* The approval queries show transactions in a person's approval Worklist. The approver must be logged in as themselves in order for the approval queries to show data.

There is an additional set of queries for identifying missing attributes on chartfields.

Chartfield attributes	Account	NC_GL_MISS_ATTRIBUTE_ACCOUNT
	Department	NC_GL_MISS_ATTRIBUTE_DEPTID
	Fund	NC_GL_MISS_ATTRIBUTE_FUND
	Source	NC_GL_MISS_ATTRIBUTE_SOURCE
	All	NC_GL_ATTRIBUTE_LIST

Combo Edit Errors

The most common edit error is a combo edit error. Below are the current combo edit rules. It is helpful to be familiar with these rules when reviewing the query results.

Combo Edit	Description	How the chartfields display in the query results
AFSD_IV	Account, Fund, Source, and Department are required on every line.	Account/Fund/Source/Dept ACCOUNT/ CLASS_FLD/ DEPTID/ FU
AF_VI	<u>Rule 1</u> Revenue on State funds and all Expense lines must have a fund with a Purpose code. The Fund cannot end in "00", such as 20100 and 21100.	Account/Fund ACCOUNT/ FUND_CODE
	<u>Rule 2</u> Fund codes 29900, 29910, 29920, or 29930 cannot be used with Business Unit UNCCH. A foundation Business Unit must be used with these funds.	
FAJ_VV	Lines with OSR or Capital Improvement fund codes must have a Project ID.	Fund/Account/Project ID FUND_CODE/ PROJECT_ID/ ACCOUNT
FS_IV	Fund and Source combination must be valid.	Fund/Source FUND_CODE/CLASS_FLD
SAP_RQ_VV	<u>Rule 1</u> The Source/Account combination only allows certain Program codes. The Program code used must be valid.	Source/Program/Account CLASS_FLD/ PROGRAM_CODE/ ACCOU
	<u>Rule 2</u> The Source/Account combination requires the Program field to be entered. It cannot be left blank.	
	<u>Rule 3</u> The Source/Account combination requires the Program field be blank.	

Combo Edit Errors, continued

Combo Edits for Foundation Business Units

Combo Edit	Description	How the chartfields display in the query results
AF_UNIT	Foundation business units can only use these funds: 29900, 29910, 29920 & 29930.	Account/Fund
FS_CHASF/FS_CHATH...	Foundation business units require a source code unique to the business unit. For example, CHASF can only use Sources that start with a 'C'.	Source

Combo Edits for Athletics only

Combo Edit	Description	How the chartfields display in the query results
P1_ATH	Requires a valid Program/Cost Code 1 combination for Athletics	Program/Cost Code 1
SD_ATH_IV	Requires a valid Source/Department combination for Athletics.	Source/Department

Combo Edits associated with Data Collect Batches (very unlikely to appear on query results)

Combo Edit	Description	How the chartfields display in the query results
SF_VI_BO	Budget Only Source/Fund combinations cannot be entered on Data Collect Batch files.	Source/Fund
DF_VI	Budget Only Dept/Fund combinations cannot be entered on Data Collect Batch files.	Dept/Fund
AF_VI* Falls under the same AF_VI rule above.	Occurs when a Budget Only account is entered on the file. Budget Only accounts are not allowed.	Account/Fund

Common Budget Errors

Most Common

Error	Description
E1	Exceeds budget and is over tolerance
E2	No budget exists
E3	Budget closed
E6	Budget date is out of bounds Note: Only occurs with OSR projects.

Less Common but could occur

Error	Description
E35	Required key CF (chartfield) is blank
E36	Chartfield combination errors exist
E45	Non key CF (chartfield) has a value
E48	Chartfield value not at Tree Level
E49	Key Chartfield is blank
E64	Parent budget does not exist
E91	Translation Tree Error

Running a Query

Below are the steps for running a query in ConnectCarolina.

1. Navigate to the following page:
Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer
2. Enter the name of the query.
Note: The search results bring back everything that begins with the text you enter. For example, if you enter "NC_KK" the search results will be everything that begins with "NC_KK".
3. Click the **Search** button.

The screenshot shows the 'Query Viewer' page in the Connect Carolina system. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer'. Below this, the page title is 'Query Viewer'. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search form includes a dropdown menu labeled '*Search By' with 'Query Name' selected, followed by the text 'begins with' and a text input field containing 'NC_AP_EDIT_ERRORS_VOUCHERS'. There are two buttons: 'Search' and 'Advanced Search'.

Results: The system displays the list of queries that match your search results.

4. Click the HTML link to display the query results in HTML.

Notes:

- You can also click the Excel link and download the results directly to Excel. Running it first to HTML allows you to view the results before downloading the file.
- The Favorite link allows you to save the query as a Favorite. The Favorites query list displays on your Query Viewer page, and are only visible to you.

The screenshot shows the 'Search Results' page. At the top, there is a dropdown menu for '*Folder View' set to '-- All Folders --'. Below this is a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The table contains three rows of results. The 'Run to HTML' column for each row has a link that is highlighted with an orange box.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
NC_AP_EDIT_ERRORS_VOUCHERS	Voucher Edit Errors	Public		HTML	Excel	XML	Schedule	Favorite
NC_AP_EDIT_ERRORS_VOUCHERS_1	Voucher Edit Errors	Public	NC_AP	HTML	Excel	XML	Schedule	Favorite
NC_AP_EDIT_ERRORS_VOUCHERS_DPT	Voucher Edit Errors by Dept	Public		HTML	Excel	XML	Schedule	Favorite

5. Enter uncch, uncga, or a foundation business unit in the Unit field.
6. Enter your department number in the Dept. field.

Notes:

- The % sign is a wildcard. The wildcard can be used before, after, or in between characters. For example:
 - 3% returns all departments beginning with a 3
 - %3 returns all departments ending in 3
 - %3% returns all departments that contain a 3
 - % returns all departments
- The underscore sign (_) can also be used as a wildcard for a specific position. It is typically used when you know some, but not all, values of a string. For example:
 - 4114__ brings back all departments that start with 4114.
 - 411__00 to return all departments from 411100 thru 411900.

7. Click the **View Results** button.

Results: The system displays the query results. In Excel, you can sort the fields as needed.

See **Appendix A** for a description of the query fields.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (192 kb)

[View All](#)

	Unit	Voucher	Line	Distribution Li	Job ID	Field Name	Long Name
1	UNCCH	50000145	1	1	Online	CHARTFIELD3	Application Edit
2	UNCCH	50000339	1	1	Online	DEPTID	Application Edit
3	UNCCH	50000386	1	1	Online	DEPTID	Application Edit

Appendix A – Query field definitions

- Requisition edit errors
- Purchase Order edit errors
- Voucher edit errors
- GL Journal edit errors
- Deposit edit errors
- Requisition budget errors
- Purchase Order budget errors
- Voucher budget errors
- Budget Journal/Transfer errors
- Campus Journal budget errors
- Deposit budget errors
- Payroll errors
- GL Journals not yet posted

Requisition Edit Errors

NC_REQ_EDIT_ERRORS

Key fields in yellow

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Req ID	Requisition ID	
Line	The line number in error	Each line in error is a unique row in the query results.
Sched Num	The schedule line in error	Each schedule line in error is a separate row in the query results.
Distribution Line	The chartfield string in error	Each distribution line in error is a separate row in the query results.
Job ID	A process ID related to the error type	Most common is COMBO EDIT
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.	This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.
Error Type	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, contains the chartfields within the combo edit rule that failed.	See list of Combo Edit errors
Msg Parm	The description that coincides with the code in the Msg Parm3 field	
Msg Parm2	An additional error message field	
Dept	Dept code on the chartfield string	
Acctg Date	The date the transaction is recorded as a commitment.	
Origin	Indicates where the requisition was generated from.	<ul style="list-style-type: none"> • XML – requisition is a vendor catalog order • ONL – requisition is a non-vendor catalog order
Req Status	Requisition status	
Entered By	User ID of the person who entered the requisition	
Modify By	User ID of the person who last edited the requisition	
Approved By	User ID of the person who approved the requisition	
PO Post Status	Status of purchase order generated from the requisition	
Budget Status	Budget status of the requisition	N =Needs to be checked; E = error;

Field	Field Description	Notes
		V=Valid Typically requisitions that display on the query will have a budget check status of N since there is an edit error, which occurs before budget checking

Purchase Order Edit Errors

NC_PO_EDIT_ERRORS

Key fields in yellow

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
PO No.	Purchase Order ID The initial letters of the PO indicate the type of PO. See Notes.	<ul style="list-style-type: none"> EPO – vendor catalog order converted from legacy P – Converted order from legacy. Multiple invoicing and no receiving. W – Converted order from legacy. Requires receiving. 2 – vendor catalog order entered in ConnectCarolina Beginning 10/20/2014, non-vendor catalog orders entered in ConnectCarolina will begin with fiscal year, buyer's initials, and sequential number Example: Y15MTS001
Line	The line number in error	Each line in error is a unique row in the query results.
Sched Num	The schedule line in error	Each schedule line in error is a separate row in the query results.
Distribution Line	The chartfield string in error	Each distribution line in error is a separate row in the query results.
Job ID	Process ID related to the error type	Most common is COMBO EDIT
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.	This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.
Error Type	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, contains the chartfields within the combo edit rule that failed	See list of Combo Edit errors
Msg Parm	The description that coincides with the code in the Msg Parm3 field	
Msg Parm2	An additional error message field	
Dept	Dept code on the chartfield string	
Origin	Indicates where the purchase order	<ul style="list-style-type: none"> XML – generated from a vendor catalog

Field	Field Description	Notes
	originated	<ul style="list-style-type: none"> order • CNV – converted from legacy • ONL – generated by Purchasing from a non-vendor catalog order
Entered By	Indicates how the purchase order was generated	<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO. • An actual person's name in this field indicates the person who manually generated the PO
Approved By	User ID of person who approved the PO	
Modify by	User ID of person who last edited the PO	
Acctg Date	The date the transaction is recorded as a commitment.	
Budget Status	Indicates status after budget checking process has run	<p>N =Needs to be checked; E = error; V=Valid</p> <p>Typically PO's that display on the query will have a budget check status of N since there is an edit error, which occurs before budget checking</p>
Type	PO type	<ul style="list-style-type: none"> • GEN – General • SO – Service Order • MO – Maintenance Order
PO Status	Indicates PO status	<ul style="list-style-type: none"> • Initial • Open • Pending • Approved • Dispatched • Canceled • Complete
Match Status	Indicates Match status. Matching is a system process that looks to see that the required PO, Invoice, and Receipt have been generated for a particular order.	<ul style="list-style-type: none"> • M - matched • T – to be matched • N – not required • P – partially matched

Voucher Edit Errors

NC_AP_EDIT_ERRORS_VOUCHERS_DPT

Key fields in yellow

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Voucher	Voucher ID	
Line	The line number in error	Each line in error is a unique row in the query results
Distribution Li	The chartfield string that failed	Each distribution line in error is a unique row in the query results
Job ID	Name of the system process that identified the error	<ul style="list-style-type: none"> • Online – edit error (typically combo edit) • AP_MATCH – match error • APVCHREDIT – amount error
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.	This field is not really useful in identifying the error. Use the Msg Parm 3 field to identify the error.
Long Name	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, contains the chartfields within the combo edit rule that failed.	See list of Combo Edit errors
Msg Parm	Contains one of the following: <ul style="list-style-type: none"> • the line number in combo edit error • one of the chartfields in the combo edit rule • amount in error 	
Msg Parm2	The distribution line in error	
Dept	Dept code on the chartfield string	
Acctg Date		
User	User that entered the voucher	
Entry Status	Processing status of the voucher	R = Recycled
Invoice	Invoice description	
Inv Date	Invoice Date	

GL Journal Edit errors

NC_GL_JOURNAL_EDIT_ERRORS_DEPT

Key fields in yellow

Field	Field Description	Notes
Job ID	Name of the system process that identified the error	<ul style="list-style-type: none"> CF-EDIT – indicates a chartfield error COMB-EDIT – indicates a combo edit error
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Journal ID	
Jrnl Date	The date the journal was entered and saved in the system.	
Line #	The line number in error	Each line in error is a unique row on the query results.
Source	Indicates where the journal originated.	<ul style="list-style-type: none"> Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR. Sources that do not begin with a J originate from a data collect batch, a subsystem, or central office
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.	This field is not really useful in quickly identifying the error. Use the Msg Parm 3 field to identify the error.
Error name	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, Indicates the Combo Edit rule that failed.	See list of Combo Edit rules
Msg Parm	For combo edit errors, lists the chartfields within the Combo Edit rules.	
Msg Parm2	May contain additional data for the error.	
Dept	Dept code on the chartfield string	
Jrnl Edit Status	Journal Edit Status	<p>N =Needs to be checked; E = error; V=Valid</p> <p>The status will be E since the query is to identify edit errors</p>
Budget Status	Budget Status	<p>N =Needs to be checked; E = error; V=Valid</p> <p>The status will be N unless the journal was edited after it passed budget checking, and the edited</p>

Field	Field Description	Notes
		version has and edit error.
User		<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_FIN_KK means the journal was generated by a system process. You still need to fix the edit error as if an actual user had generated the journal. • An actual person's name in this field indicates the person who created the journal.
Ledger	Defaults to ACTUALS	

Deposit Edit Errors

NC_AR_EDIT_ERROR

Key fields in yellow

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Customer	Customer name	
Item ID	Item ID	
Line	The line number in error	Each line in error is a unique row in the query results.
Job ID	A process ID related to the error type	Most common is COMBO EDIT
Field Name	For combo edit errors, the value in this field is one of the chartfields in the combo edit rule that failed.	This field is not really useful in identifying the error. Use the Msg Parm 3 field to identify the error.
Error Type	System generated name for type of error	Most common is Application Edit
Msg Parm3	For combo edit errors, contains the chartfields within the combo edit rule that failed.	See list of Combo Edit rules
Msg Parm	The description that coincides with the code in the Msg Parm3 field	
Msg Parm2	An additional error message field	

Requisition Budget Errors

NC_KK_ERRORS_REQ_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to REQ_PREENC
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Req ID	Requisition ID	
Acctg Date	The date the transaction is recorded as a commitment	
Ledger Grp	Budget ledger group	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn Type field.	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
KK Dept	Department the transaction was budgeted on.	May or may not be the same as the Dept entered on the chartfield string, depending on the Fund type.
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of	

Field	Field Description	Notes
	the budget checking process run.	
Origin	Identifies where the requisition originated.	<ul style="list-style-type: none"> • XML – ePro vendor catalog orders • ONL – ePro non-vendor catalog
Requester	Person under whose ID the requisition was entered	
Entered By	Person who entered the requisition. Usually the same person as the Requester.	
Modify By	Indicates who last modified the requisition.	
Approved By	The person who approved the requisition.	If blank, the requisition has not been approved.
Detail Dept	The department entered on distribution line on the requisition.	May or may not be the same department as the KK Dept, depending on the fund type.
Budget Status	Indicates results of the budget checking process for the transaction	The budget status will always be E (Error) on this query.
PO Post Status	Indicates whether the transaction has been posted to the Purchasing subsystem.	

Purchase Order Budget Errors

NC_KK_ERRORS_PO_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to PO_POENC
Unit	Business Unit	UNCCH, UNCGA, CHXXX
PO No.	Purchase Order ID	<ul style="list-style-type: none"> • EPO – vendor catalog order converted from legacy • P – Converted order from legacy. Multiple invoicing and no receiving. • W – Converted order from legacy. Requires receiving. • 2 – vendor catalog order entered in ConnectCarolina • Beginning 10/20/2014, non-vendor catalog orders entered in ConnectCarolina will begin with fiscal year, buyer’s initials, and sequential number Example: Y15MTS001
Ledger Grp	Budget ledger group	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn Type field.	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
KK Dept	Department the transaction was budgeted on.	May or may not be the same as the Dept entered on the chartfield string, depending on the Fund type.
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	

Field	Field Description	Notes
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run.	
Detail Dept	The department entered on distribution line on the requisition.	May or may not be the same dept as the KK Dept, depending on the fund type.
PO Type	PO Type	<ul style="list-style-type: none"> • GEN – General • SO – Service Order • MO – Maintenance Order
PO Status	PO Status	<ul style="list-style-type: none"> • Initial • Open • Pending • Approved • Dispatched • Canceled • Complete
Receipt Status	Receipt Status	<ul style="list-style-type: none"> • Closed • Hold • Moved • Open • Received • Canceled
Origin	Indicates where the PO originated	<ul style="list-style-type: none"> • XML – generated from a vendor catalog order • ONL – generated by Purchasing from a non-vendor catalog order • CNV – converted from legacy
Match Status	Indicates Match status.	Matching is a system process that looks to see that the required PO, Invoice, and Receipt have been generated for a particular order.
Acctg Date	The date the transaction is recorded as a commitment.	
Entered By	Person who created the PO.	<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_PROCURE2PAY

Field	Field Description	Notes
		<p>means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO.</p> <ul style="list-style-type: none"> • An actual person's name in this field indicates the person who manually generated the PO.
Approved By	Person who approved the PO.	UNC_BUYER – indicates a converted journal from legacy
Modify By	Person who last edited the PO.	<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was modified by a system process. You still need to fix the edit error as if an actual user had modified the PO. • An actual person's name in this field indicates the person who manually modified the PO.

Voucher Budget Errors

NC_KK_ERRORS_VOUCHERS_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to AP_VOUCHER
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Voucher	Voucher ID	
Acctg Date	The date the transaction is recorded as a commitment	
Ledger Grp	Budget ledger group	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn type field	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
KK Dept	Department the transaction was budgeted on.	May or may not be the same as the Dept entered on the chartfield string, depending on the Fund type.
PC Bus Unit	PC Bus Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of	

Field	Field Description	Notes
	the budget checking process run.	
User	User ID of the person who generated the voucher	<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO. • An actual person's name in this field indicates the person who manually generated the PO.
Last Update	User ID of the person who last edited the voucher. Often the same as the User.	<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_PROCURE2PAY means the PO was generated by a system process. You still need to fix the edit error as if an actual user had generated the PO. • An actual person's name in this field indicates the person who manually generated the PO.
Origin	Indicates where the voucher originated	<ul style="list-style-type: none"> • CMP – Campus voucher • XML – invoice from vendor catalog order • RMB – Web travel voucher • ONL – invoice from a non-vendor catalog order • Vouchers from a 3rd part voucher system have a unique three-letter code, such as: <ul style="list-style-type: none"> ○ INN – Carolina Inn ○ LAW – Law Library. ○ See the Voucher Statuses QRC on ccinfo for a complete list of 3rd party voucher systems.
Dept	The department entered on distribution line on the requisition.	May or may not be the same dept as the KK Dept, depending on the fund type.
Invoice	Invoice number	
Invoice Date	Invoice Date	
Entry Status	Entry Status	<ul style="list-style-type: none"> • Deleted • Recycle • Postable
AP Post Status	Post Status in AP	<ul style="list-style-type: none"> • P – Posted • U – Unposted

Budget Journal/Transfer errors

NC_KK_ERRORS_BUD_JRNLS

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to GL_BD_JRNL
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Budget Journal ID	
Date	The date the journal or transfer was entered	
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn type field	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run.	

Campus Journal budget errors

NC_KK_ERRORS_JOURNALS_DEPT

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to GL_JOURNAL
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Journal ID	Journal ID	
Date	Date the journal was entered	
Acctg Def Name	Indicates what subsystem the journal was generated from	Example: APDEFN indicates Accounts Payable
Line #	The line number in error	Each line in error is a unique row on the query results
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn type field	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
KK Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	

Field	Field Description	Notes
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run.	
Source	Indicates where the journal originated	<ul style="list-style-type: none"> • Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR. • Sources that do not begin with a J originate from a data collect batch, a subsystem, or central office
Jrnl Edit Status	Journal Edit Status	N =Needs to be checked; E = error; V=Valid
Budget Status	Journal Budget Status	N =Needs to be checked; E = error; V=Valid
User	Person who created the journal	

Deposit budget errors

NC_KK_ERRORS_AR_MISCPAY

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	Defaults to AR_MISCPAY
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Deposit ID	Deposit ID	
Seq	Sequence number	
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn type field	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run.	

Payroll errors

NC_KK_ERRORS_PAYROLL

Key fields in yellow

Field	Field Description	Notes
Tran ID	An ID assigned to the specific instance of budget checking	
Tran Date	The date the transaction was budget checked	
Tran Type	The type of transaction that was budget checked	
Ledger Grp	Budget ledger	Could be State Parent, OSR, OSR Parent, F&A Parent, Trust
Excptn Type	The code associated with the type of budget error, i.e., E1, E2	See list of common budget errors
Long Name	Description of the error listed in the Excptn type field	
Fund	Fund code on the chartfield string	
Source	Source code on the chartfield string	
Account	Account code on the chartfield string	
Dept	Dept code on the chartfield string	
PC Bus Unit	PC Business Unit on the chartfield string	
Project ID	Project ID on the chartfield string	
Program	Program on the chartfield string	
Cost Code 1	Cost Code 1 on the chartfield string	
Cost Code 2	Cost Code 2 on the chartfield string	
Cost Code 3	Cost Code 3 on the chartfield string	
Msg	Additional field for error description	
Msg Parm1	Additional field for error description	
Msg Parm2	Additional field for error description	
Msg Parm3	Additional field for error description	
Msg Parm4	Additional field for error description	
Instance	Number associated to the instance of the budget checking process run.	

GL Journals not yet posted

NC_GL_JRNL_NOT_POSTED_DEPT

Key fields in yellow

Field	Field Description	Notes
Unit	Business Unit	UNCCH, UNCGA, CHXXX
Ledger Grp	Defaults to Actuals	
Fiscal Year	Fiscal Year journal was entered	
Period	Period journal was entered	Periods are 1 through 12 for months of fiscal year, so Period 1 is July; Period 2 is August, and so on.
OPRID	Person who entered the journal	<ul style="list-style-type: none"> • UNC_FS_CYBERMATION_FIN_KK means the journal was generated by a system process. You still need to address why it is not posted. • An actual person's name in this field indicates the person who entered the journal.
Journal ID	Journal ID	If the journal came from a subsystem, the journal ID has an alpha prefix, such as PCD for PCard. Journal ID's with no alpha prefix means the journal was entered directly into the General Ledger, such as campus journals.
Journal Date	Date journal was entered	
Source	Where the journal originated	<ul style="list-style-type: none"> • Most of the sources will be for Campus Journals, which begin with J, such as JOT, JCP, and JCR. • Sources that don't begin with a J are either a Data Collect Batch (DCB) or come from a subsystem. The description column indicates the name of the DCB or subsystem.
Descr	Description of the Source field	Description associated with the Source
Ledger	Defaults to Actuals	
# of Lines	Number of lines on the journal	
Journal Status	Journal status	N =Needs to be checked; E = error; V=Valid
Budget Status	Budget status	N =Not checked; E = error; V=Valid
Acctg Def Name	The subsystem the journal came from	

Field	Field Description	Notes
Process ID	Populates for journals in approval status	Default is GLJournalApproval
Definition ID	Populates for journals in approval status	Default is NC_Journal_WF
Approval Status	Approval status	Will be blank if journal is not submitted for approval
WF User	Person who took the approval action	Will be blank if no approval action has been taken