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To:

Cc:

Subject: April 24 -- ConnectCarolina Finance Update
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ConnectCarolina

Finance Division Update

April 24, 2015

This Finance Division Update email is for Business Managers, MOU Leads, ConnectCarolina Finance Liaisons, Finance Council, Finance TIPs, Finance Campus Working Groups and Finance Division staff. Please share with the ConnectCarolina Finance users in your school/division. [We will send updates weekly and as needed.](#)

Top Issues

NEW! March Month-End Close: Central offices have officially closed the month of March. This includes the transmission and reconciliation of all March transactions, and state approval to close the month.

April Month-End Close Deadline: Journal entries, data collect batches and journal imports should be received by Accounting Services by **close of business on Thursday, April 30.**

REMINDER! Campus Journals: Accounts that are in error cannot be changed through the campus journal. If you have an account that was incorrectly charged in error, you need to contact Disbursement Services at disbursement_team@unc.edu. Remember that accounts can only be changed from one expense account to another expense account. You cannot change an expense account to an asset, liability or revenue account. This rule is mentioned on page 18 of the Campus Journals Student Guide used in training and found [online](#).

CLARIFICATION! Fringe Projections: In an [April 21 memo](#) to campus re fringe projections now available in InfoPorte, a suggestion was made that, "Individuals who manage sponsored projects for which the project end date is later than June 30, 2015, may use information on anticipated costs per month to calculate anticipated labor costs after that date." As a point of clarification, using "information on anticipated costs per month to calculate anticipated labor costs" should not be done for future months with three biweekly pay dates. Using a monthly rate would result in two biweekly periods being un-projected and therefore unaccounted for. Users who manage sponsored projects and are projecting personnel encumbrances for several years should be aware of this caveat.

Important Reminders and Resources

NEW! PeopleSoft Queries: For information on new query options, check out the new web page under the Reporting section of ccinfo: <http://ccinfo.unc.edu/reporting/peoplesoft-queries/>.

NEW! Post Apr. 18 Outage Potential Impact on Users: To enhance security for ConnectCarolina, last weekend ITS separated ConnectCarolina into its own unique domain. We have tested this change and expect minimal impact on users. To prevent possible login problems, *please clear your browser's cache and cookies and restart your computer before logging into ConnectCarolina for the first time after the Apr. 18 outage.* If you need assistance, please contact the Help Desk at 919-962-HELP to resolve the issue. For additional information and solutions on possible impacts, visit this page: <http://ccinfo.unc.edu/system-status/>.

Year-End Close Prep Course: There are multiple sessions of the course *Preparing for Year-End Close: Reviewing Open Transactions* will discuss how to identify open (unposted) transactions and either delete or process them, in preparation for year-end close. Refer to the [ConnectCarolina training calendar](#) for dates and times.

Consolidated Info from Finance Updates: A table that consolidates information from all Finance daily/weekly updates is now online, organized by topic and searchable on the ccinfo website>Finance tab: <http://ccinfo.unc.edu/finance/>.

Questions

Users should utilize the Business Systems Help Desk when they are unsure who to contact for issue resolution. This is the fastest way to obtain assistance and allows the project team to be able to track issues to determine the scale of the impact to all users.

Users can reach the Business Systems Help Desk at 919-962-HELP or via a remedy ticket submitted online at help.unc.edu (select ConnectCarolina > ConnectCarolina Finance > the appropriate area of concern).

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.