From: Kelly-Scholle, Janet
To:

Cc:

Subject: May 8 -- ConnectCarolina Finance Update
Date: Friday, May 08, 2015 6:41:09 PM

ConnectCarolina

Finance Division Update

May 8, 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! Fiscal Year-End: Please review the Fiscal Year-end Closing Dates and Procedures for 2015.

REMINDER! Encumbrance liquidations available in InfoPorte: As we get closer to year-end we wanted to make sure you are aware of the timing of closed period adjustments being viewed through Infoporte. All closed periods adjustments (liquidations of Pre-encumbrances tied to Reqs and encumbrances tied to POs) that are processed during the week are posted to the warehouse/Infoporte over the weekend and will be displayed on the following Monday. For example, for a PO created in January 2015 with remaining encumbrances and liquidated today, May 8, will not show the liquidations in reports in InfoPorte until Monday, May 11. This has been the process since going live on October 1 but we wanted to emphasize this so you can adjust accordingly. We'll be working on a solution to make this more timely after year-end. As a reminder, open periods are refreshed nightly.

NEW! Web Travel: An enhancement has been made to the Web Travel system that allows a travel agent to reject an Airfare document back to the originator. If, at the time of booking, the airfare cost increased to 15% over the initial estimated airfare, travel agents can now reject the document back to the preparer for modification. Upon rejection of the airfare request by the travel agent, the preparer will receive an email notice and will be able to modify the request and route it through approvals again. This Web Travel Airfare Reject Function eliminates the need to create a new airfare request for the increased fare and reduces Inbox clutter for unused travel documents. These changes are reflected in the updated Web Travel Manual.

REMINDER! Settling Travel Advances: In order to properly settle travel advances issued for registration expenses, the reimbursement request should be processed against the original T number (T#). The registration expense will need to be included in the reimbursement detail section to properly close out the advance along with any trip expenses incurred by the traveler. At any time, an advance amount is due UNC-CH for unspent travel advances, the traveler will need to issue a check payable to UNC-CH and the check forwarded to Travel Services before the reimbursement request can be reviewed. These changes are reflected in the updated Web Travel Manual.

NEW! P-Card: March P-Card transactions were *not* posted in ConnectCarolina until April. Keep that in mind when you are reconciling the month of March.

REMINDER! Vouchers: A communication was sent to campus groups on April 29 regarding Business Process Update for Auto Deletion of Vouchers. **Automated deletion processes are ongoing!**

NEW! Corrections to Payroll Deductions: An off-cycle payroll was processed in January to pay missed employer-paid retirement deductions for the ARP lump sum payment. The accounting lines for the deductions were processed as a journal and posted to the General Ledger with a 5/6/15 accounting date. This was processed as a special journal to ensure that the chartfield strings used on the ARP lump sum payment would be charged the missed retirement.

NEW! Labor Charges for Grants Going to Suspense: Earlier this week, campus groups were notified of a Change in labor charges for grants going to suspense. The communication can be found here.

NEW! Suspense Activity for Payroll Transactions: Earlier this week, a memo was sent to MOU Leads related to Suspense Activity for Payroll Transactions. This memo provided information on suspense chartfields, the causes of suspense activity for payroll transactions, the processes to correct and clear out suspense, and the year-end deadlines for corrections.

Important Reminders and Resources

NEW! Reconciling Transactions Training: Learn how to verify your transactions and know your balances in the new Reconciling Transactions in InfoPorte computer-based training module.

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.

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.