

How do I get access to CBM?

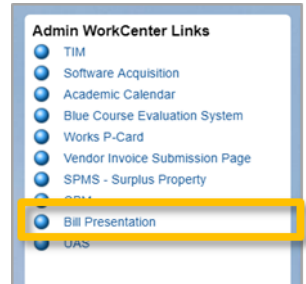
You need to work with your Access Request Coordinator to get access to CBM.

To find your Access Request Coordinator:

1. Go to ccinfo.unc.edu.
2. Click **Get Access** and then **Useful Links**.
3. Click the **InfoPorte Admin and ARC list** link.

How do I get access to Bill Presentation?

If you have any kind of Finance access (besides buying from the Software Acquisition catalog), you automatically have access to Bill Presentation. If you don't have access the link will not appear in the ConnectCarolina Admin WorkCenter Links tile.



Who sends charges to CBM?

These billing areas send charges to CBM so that you can modify the charges before they post to Bill Presentation.

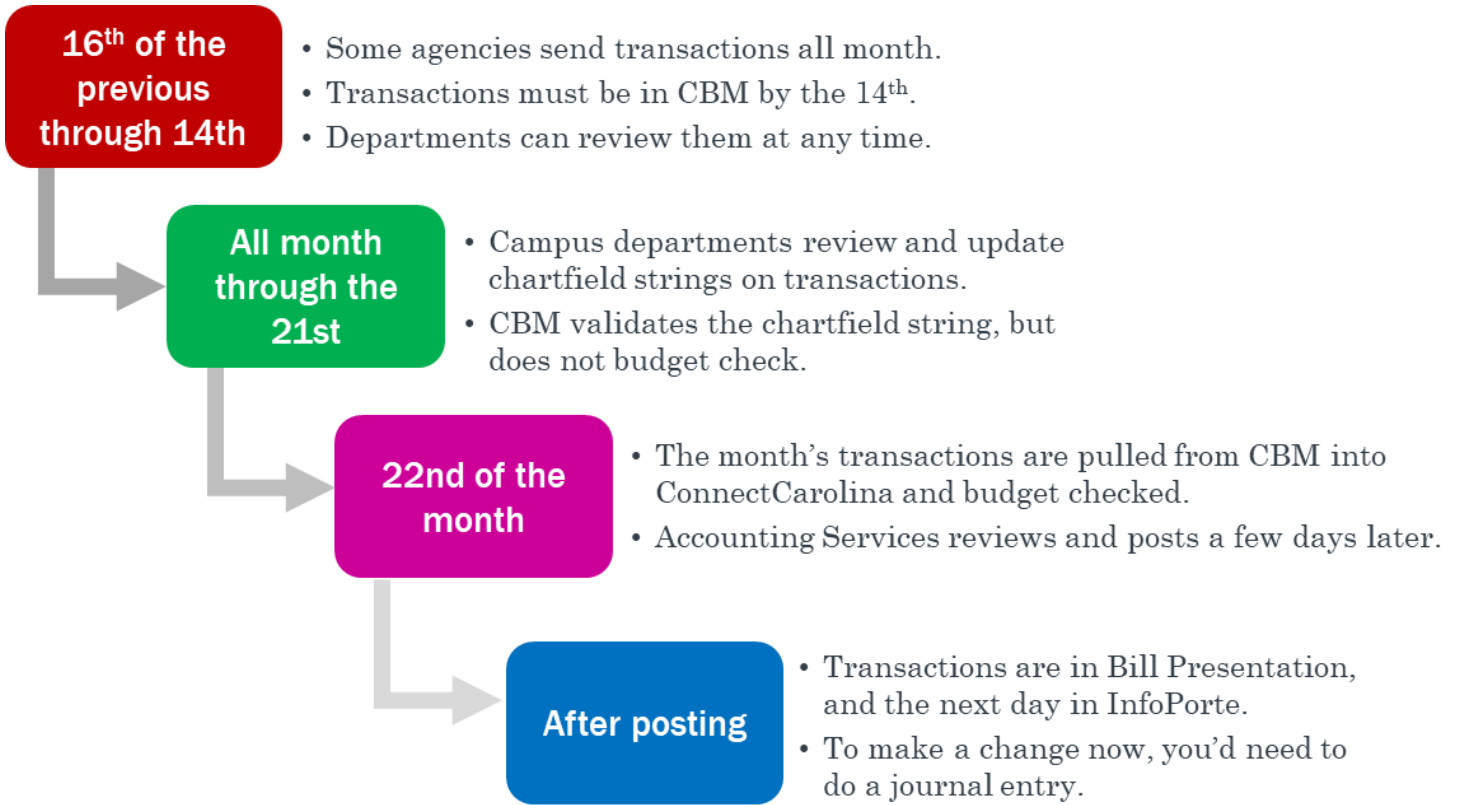
INN Carolina Inn	FBA Faculty Benefits Administration
INR Carolina Inn Room Stays	CEU Friday Center CEU
CRC Computer Repair Center	FRI Friday Center Conference Center
DIS Dispatch Services	HRB HR Background Check
ECD ECommerce (FedEx, AirGas Dry Ice, Fisher, Dental/Mini Storeroom)	BKP ITS Software Acquisitions Annual Renewal
DSD ECommerce - Dental Storeroom (Dept)	RFS Remedy Annual Maintenance
FDX ECommerce - FedEx	RIZ Rizzo Center
FSD ECommerce - Fisher Scientific (Dept)	PRK Transportation and Parking
MSD ECommerce - Mini Storeroom (Dept)	DPS UN C Police
VWD ECommerce - VWR Chemistry Storeroom (Dept)	HFP UNCFP: APCF
ENT Enterprise Rental Car	FB2 UNCFP: Graduate Medical Health Plan
EHS Environment, Health and Safety	USS University Student Stores
	CWS Work Study - Carolina Works
	FWS Work Study - Federal

Who sends charges to Bill Presentation?

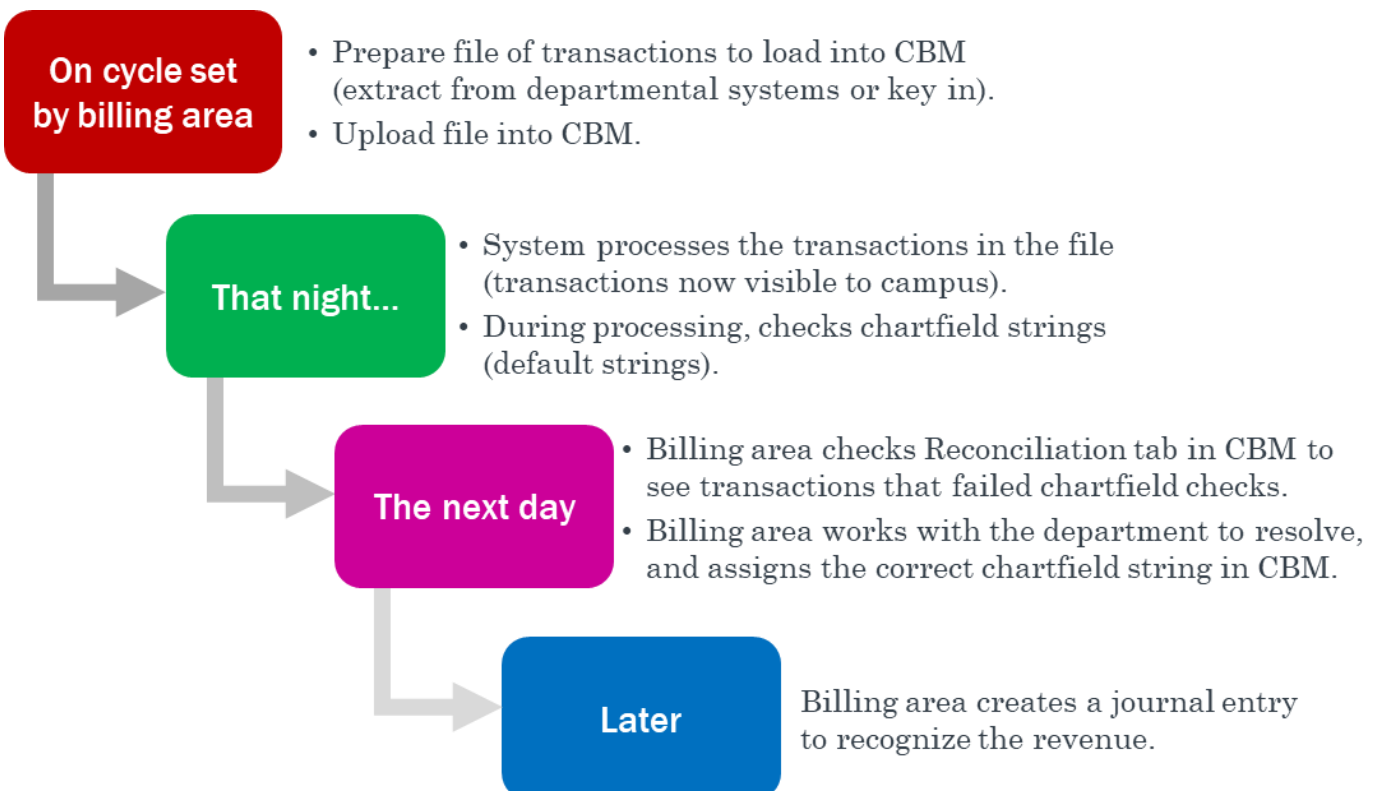
These billing areas send charges directly to Bill Presentation.

CCC Carolina Managed Print Services	FSB Facilities
AUX Dining	GSP GSHIP
ECO ECommerce (AirGas Cylinder Rental, WEX)	GRD GradStar
AR3 ECommerce - ARC3	LSV Laundry Services
ARG ECommerce - Air Gas	OC1 One Card
DSC ECommerce - Dental Storeroom	PCD P-Card
FSC ECommerce - Fisher Scientific	PRT Print Stop
FUL ECommerce - Fuel Cards	TEL Telecom
MSC ECommerce - Mini Storeroom	TLE Telecom - ITS Inventory COGS
VWC ECommerce - VWR Chemistry Storeroom	UMS University Mail Services
UTL Energy Services	

A look at the process: the reconciler's perspective



A look at the process: billing area's perspective



Form Field Guidelines

Bill Area	Desc 1	Desc 2	Desc 3	Desc 4	Notes
ARG – ECommerce- Air Gas	Cylinder or dry ice type	Person Responsible	Original PO	NOT USED	
AUX – Dining	“Carolina Dining Services”	Dining location Department/School	NOT USED	NOT USED	
BKP – ITS Software Acquisitions Annual Renewal	Description	Person	License Type	NOT USED	
CCC – Carolina Copy Machine no.	Machine default	NOT USED	NOT USED	NOT USED	
CEU - Friday Center	CEU Serial no.	Name of CEU	Date of CEU	Activity no.	
CRC – Computer Repair Center	Description of charge	Cont. description of charge	Cont. description of charge	Phone # to contact w/ questions	
DIS – Dispatch Services	Description of charge	Cont. description of charge	Rate of pay	Phone # to contact w/ questions	
DPS – Public Safety	Description of charge	Department name	Additional Detail	Additional Detail	DT# is on the paper form the customer fills out. Customer should receive white copy for their record.
DSC –Dental Storeroom	Dental Storeroom	Product ordered	Customer name	NOT USED	
ECD-- AirGas, Cylinder Rental, WEX	Vendor	Description Info	Description Info	NOT USED	Not used after FY16
ECO – AirGas, Cylinder Rental, WEX	Description of charge (tank #, WEX license #)	NTW or WEX	NOT USED	NOT USED	Not used after FY16
EHS - Environment, Health & Safety	Description	PI	Work Unit	NOT USED	
ENT - Enterprise Rental Car	Description of travel and driver's name	Pickup date and location	Return date and location	Additional detail	
FBA – Faculty Benefits Administrations	Month & Year	Name of employee	Benefit type	NOT USED	
FDX – Ecommerce FedEx	FedEx act no. and tracking no.	Shipper name	Recipient name	Reference Note	
FRI – Friday Center Conference Center	Reservation number	Booking department	Reservation date range	NOT USED	
FSB - Facilities	General description of charge	Detailed description of charge	Detailed description of charge, cont.	NOT USED	
FSC -- Fisher	Description from Fisher	Customer Info from Fisher	Customer Info from Fisher	NOT USED	
FSD – Fisher Scientific (Dept)	Description from Fisher	Customer Info from Fisher	Customer Info from Fisher	NOT USED	
FUL – Fuel Cards	License Plate	Vehicle Description	NOT USED	NOT USED	

Form Field Guidelines (continued)

Bill Area	Desc 1	Desc 2	Desc 3	Desc 4	Notes
GRD – GradStar	Type/Person Name	PID	NOT USED	NOT USED	
GSP - GSHIP	Person Name	PID	NOT USED	NOT USED	
HFP – UNCFP - APCF					
INN – Carolina Inn	Person making reservation	Reservation or Service for	Type (i.e. parking, food, room, restaurant, etc.)	Department, if applicable	
LSV – Laundry Services	Laundry Ticket number	Date	Customer number in Laundry System	NOT USED	
MSC – Mini Storeroom	Mini-storeroom	Product order	NOT USED	NOT USED	
MSD – Mini Storeroom (Dept)	Mini-storeroom	Product order	NOT USED	NOT USED	
OC1 – One Card	Description	Device	Location		
PRK – Public Safety	Description of charge	Booking department	Additional Detail	Additional Detail	DR # is on the paper form the customer fills out. Customer should be receiving the white copy for their record.
PRT – Printing	Order number & date OR description of charge	Date & time entered	Due date	Completed date	
RFS – Remedy Annual Maintenance	Remedy Annual Maintenance Billing	Employee Licenses	Student Licenses	NOT USED	
RIZ – Rizzo Center	Description of charge	Person making reservation	Reason for reservation	NOT USED	
SSC – Student Stores	Purchaser	Register or receipt number	Phone number or Optional Field provided by purchaser	Type of purchase (i.e. supplies)	The Register/Receipt # is on the cash register receipt given to the person at the time they make their purchase. There is also an optional “add'l info field” available on the form the purchaser fills out. Although this is a manual process, SStores Acct staff will put this in Desc 3 if provided.
TEL – Telecom	Description of charge	Phone no. of transaction	NOT USED	NOT USED	
UMS – University Mail Services	University Mail Services	Postage Type	Person Authorized	NOT USED	
USS – University Student Stores	Description of Purchase	Store Receipt	Person who purchase	NOT USED	
UTL – Energy Services	Utility Service (i.e. Water)	Description of charge	Meter #	NOT USED	If you also get billed for Utilities, this is the format.