

Queries for Finding Transactions with Errors

October 18, 2018



Presenters

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Topics

- Typical reasons why your transactions get errors
- How to identify those transactions with queries
- What to do about the errors you find
- Resources for working with errors and queries

Reminder: What happens to transactions at month end

For this transaction...	This happens at end of month ...
Campus journal	Accounting Services deletes them if they're not fully approved.
Vouchers	Accounting Services rolls them forward to the next month. Campus vouchers will be automatically deleted if not submitted or approved for 30 days. Denied campus vouchers will be deleted after 90 days. PO vouchers are not deleted.
Requisitions and purchase orders	Requisitions are posted in the month they are processed in (which can be a future month).
Purchase orders	POs are posted in the month they are processed in (which can be a future month).

Types of Errors

Edit Errors

- Edit process occurs before budget checking
- Invalid chartfield strings
- Chartfield string missing a chartfield, like account on a voucher or the source on a campus journal
- Matching errors, like no receipts for a voucher or an invoice line not matching a PO line

Budget Errors

Even with correct chartfield string, you can still get errors during budget checking...

- Transaction exceeds budget and is over tolerance
- No budget exists
- The budget is closed for the chartfield string
- Budget date is out of bounds – trying to process a transaction before or after the close of the budget period for the project

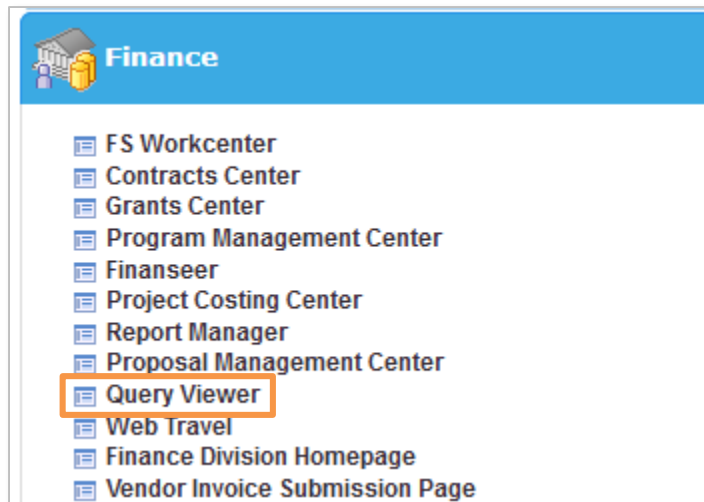
Unposted for Any Reason

- These queries find vouchers, budget journals, and campus journals in unposted status
- If you've ruled out edit errors and budget errors, transactions may show here because they are still in approvals

The Queries

Where are the queries?

- Located in ConnectCarolina
- Most of the queries available to campus users, though some require enhanced reporting access

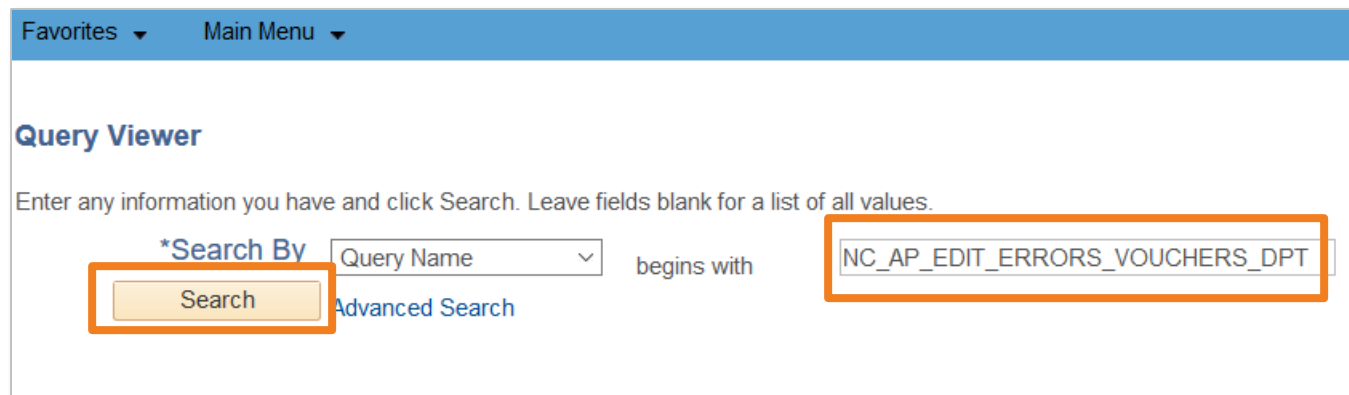


A Few of the Queries

Transactions	Query
Purchase Requisitions	NC_EP_REQ_STATUS
Purchase Orders	NC_PO_EDIT_ERRORS NC_KK_ERRORS_PO_DEPT
Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DPT NC_KK_ERRORS_VOUCHERS_DEPT
Campus Journals	NC_GL_JOURNAL_EDIT_ERRORS_DEPT NC_KK_ERRORS_JOURNALS_DEPT

How to Run a Query

- Type the name of the query (refer to queries quick reference card)
- Click the Search button



The screenshot shows a web interface for a 'Query Viewer'. At the top, there is a blue header bar with 'Favorites' and 'Main Menu' dropdown menus. Below the header, the title 'Query Viewer' is displayed. A instruction text reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search section includes a label '*Search By' followed by a dropdown menu currently showing 'Query Name'. To the right of the dropdown is the text 'begins with'. Further right is a text input field containing the query name 'NC_AP_EDIT_ERRORS_VOUCHERS_DPT'. Below the dropdown menu is a yellow 'Search' button. To the right of the button is a link labeled 'Advanced Search'.

How to Run a Query

- Query will show up in the search results
- Double-check you found the correct query by looking at the description

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query	Personalize				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
NC_AP_EDIT_ERRORS_VOUCHERS_DPT	Voucher Edit Errors by Dept	Public		HTML	Excel

How to Run a Query

- Click the Favorite link in the Add to Favorites column
- Now saved under My Favorite Queries so you don't have to look up the query again

Personalize Find View All First 1 of 1 Last								
Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
Voucher Edit Errors by Dept	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Query			
Query Name	Description	Owner	Folder
NC_AP_EDIT_ERRORS_VOUCHERS_DPT	Voucher Edit Errors by Dept	Public	
▼ My Favorite Queries			
Query Name	Description	Owner	Folder
NC_AP_EDIT_ERRORS_VOUCHERS_DPT	Voucher Edit Errors by Dept	Public	
Clear Favorites List			

How to Run a Query

- Click the HTML link in the Run to HTML column
- This will open a new tab in your browser

▼ My Favorite Queries					Personaliz	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	R X
NC_AP_EDIT_ERRORS_VOUCHERS_DPT	Voucher Edit Errors by Dept	Public		HTML	Excel	X

How to Run a Query

- Enter your business unit, often UNCCH
- Enter your department number
- Click View Results

NC_AP_EDIT_ERRORS_VOUCHERS_DPT - Voucher Edit Errors by Dept

Unit:

Dept:

Unit	Voucher	Origin	Job ID	Field Name	Long Name	Msg Parm3	Dept
------	---------	--------	--------	------------	-----------	-----------	------

Edit Error Example

- Query: NC_AP_EDIT_ERRORS_VOUCHERS_DPT

	A	B	C	D	E
1	Voucher	Origin	Job ID	Field Name	Msg Parm3
2	51289113	DIS	AP_MATCH	100	No receipts found
3	51287123	DIS	AP_MATCH	100	No receipts found
4	51287205	DIS	AP_MATCH	100	No receipts found
5	51252338	DIS	AP_MATCH	270	Line amount not = recv line amt with PO amt tol
6	51289253	CMP	Online	CHARTFIELD1	ACCOUNT/ CLASS_FLD/ DEPTID/ FU
7	51289279	CMP	Online	CHARTFIELD1	ACCOUNT/ CLASS_FLD/ DEPTID/ FU

F	G	H	I	J	K	L
Dept	Acctg Date	User	Invoice	Inv Date	Entered	PO No.
888888	12/14/2017	onyen	113017	11/30/2017	12/14/2017	Y18TLW0034
888888	12/13/2017	onyen	41051	11/27/2017	12/13/2017	Y18SAG0276
888888	12/13/2017	onyen	685852	11/14/2017	12/13/2017	Y18SAG0272
888888	12/1/2017	onyen	6800056383	10/28/2017	11/10/2017	Y18DSP0147
888888	12/14/2017	onyen	115086	11/17/2017	12/14/2017	
888888	12/14/2017	onyen	2521	11/21/2017	12/14/2017	

Understanding Edit Errors Quick Reference

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Voucher Matching and Error Troubleshooting Query

Use this query to identify your department's vouchers that are held up with errors. The report results, along with the information below, help you identify the nature of the voucher errors and the path resolution.

Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

- 1.) Search by query name **NC_AP_EDIT_ERRORS_VOUCHERS_DPT**.
- 2.) Click on the Run to **HTML** or **Excel** link.
- 3.) Enter the Unit (**uncch** or **uncga**) and Dept # then click the **Results** button to run the report. For the Dept# prompt you can use the % wildcard. For example, "65%" returns all departments that start with 65 and 6511 returns all departments that start with 6511.

Errors:	Issue and resolution
ACCOUNT / ... CLASS_FLD / ... FUND CODE / ...	These errors indicate invalid chartfield combinations or missing chartfield entries. You can use the chartfields listed in the error message to focus your analysis when resolving issues. In most cases, the resolution to these errors is to fix the chartfields in the voucher.

Job ID /Field	Error Description	Resolution
AP_MATCH / 100	No Receipts Found. No available receipts were found for the purchase order specified on the voucher line.	Enter receipt or, if voucher is for a PO that originated in FRS, send email to frs_receiving@unc.edu with all necessary details to enter the receipt.
AP_MATCH / 250	Line amount not = PO line amt with PO amt tol. The voucher line amount is not equal to the PO line amount, with the PO amount tolerance included.	Enter requisition for change order to add money to PO line.
AP_MATCH / 260	Line amount not = PO line amt with PO % tol. The voucher line amount is not equal to the PO line amount, with the PO percentage tolerance included.	Enter requisition for change order to add money to PO line.
AP_MATCH / 270	Line amount not = rcv line amt with PO amt tol. The voucher line amount is not equal to the Received line amount, with the PO amount tolerance included.	If receipt was entered correctly, enter a requisition for change order to add money to PO line. If receipt had a typo or transposition, correct receipt.
AP_MATCH / 280	Line amount not = rcv line amt with PO % tol. The voucher line amount is not equal to the Received line amount, with the PO percentage tolerance included.	If receipt was entered correctly, enter a requisition for change order to add money to PO line. If receipt had a typo or transposition, correct receipt.
AP_MATCH / 340	LTD vchr amt greater than PO amt. The current voucher line amount plus the previously matched voucher line amounts, if any, are greater than the PO line schedule amount (set up by quantity).	Enter requisition for change order to add money to PO line.
AP_MATCH / 350	LTD vchr amt greater than PO amt. The current voucher line amount plus the previously matched voucher line amounts, if any, are greater than the PO line schedule amount (set up by dollar amount).	Enter requisition for change order to add money to PO line.
AP_MATCH / S111	Credit Adjustment Amount > PO Matched Amount	Enter HelpDesk Remedy ticket and assign to Procurement team.
AP_MATCH / S210	Invalid PO Status. The PO associated with the voucher does not have a valid status.	Contact Buyer to fix PO.

How to Run a Query

- Search for NC_EP_REQ_STATUS
- Click the Excel link in the Run to Excel column

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query				Personalize Find		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
NC_EP_REQ_STATUS	For end user REQ cleanup	Public		HTML	Excel	XML

How to Run a Query

- New tab will open in your browser to enter criteria
- Enter your business unit and the onyen of the requester
- Or enter a % sign in the requester box to pull all reqs
- Click View Results

Favorites ▾ Main Menu ▾

NC_EP_REQ_STATUS - For end user REQ cleanup

Unit: 🔍

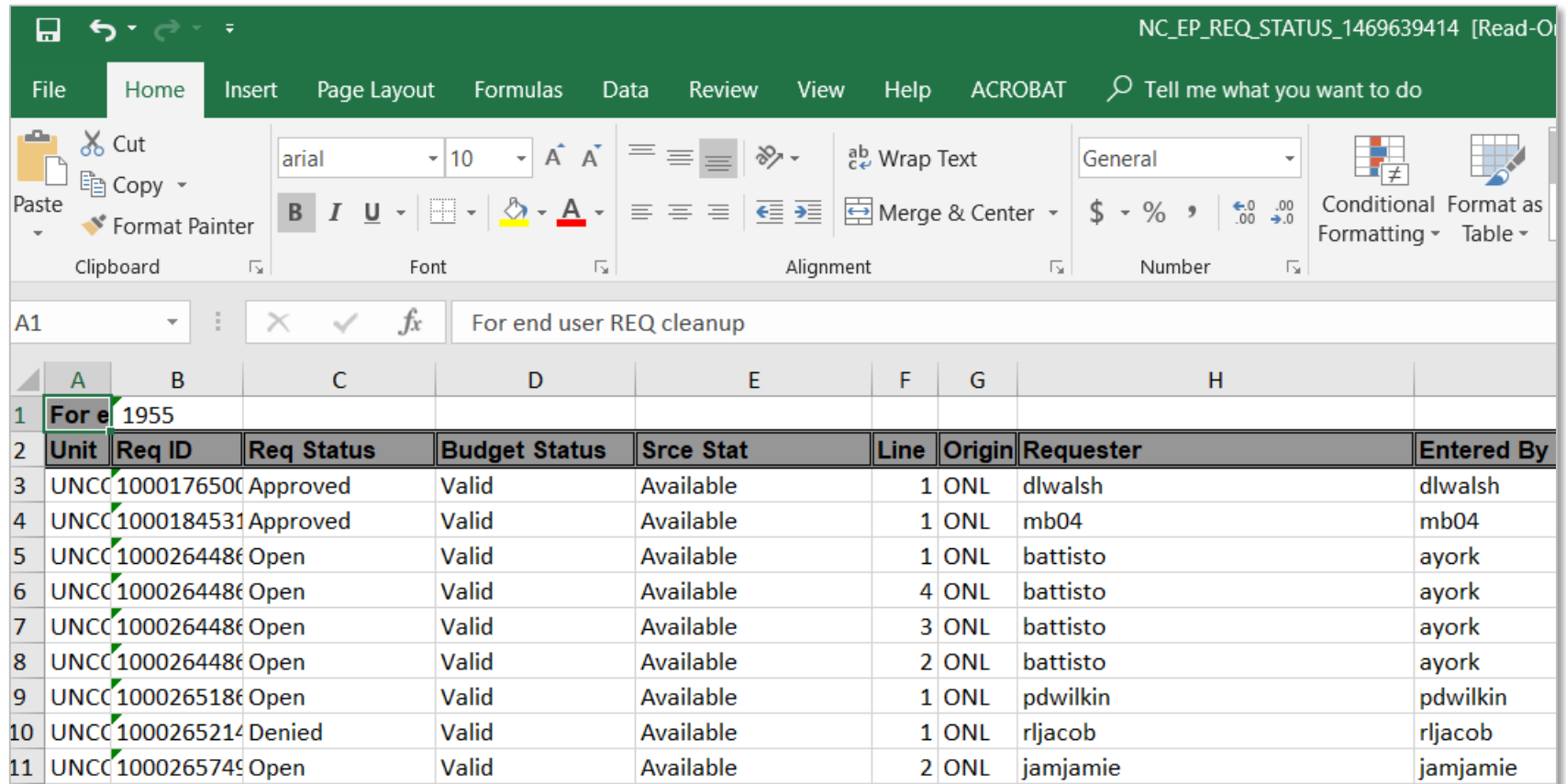
Requester: 🔍

[View Results](#)

Unit	Req ID	Req Status	Budget Status	Srce Stat	Line
------	--------	------------	---------------	-----------	------

How to Run a Query

- Query opens in Excel, may be 1000's of lines



NC_EP_REQ_STATUS_1469639414 [Read-Only]

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting

A1 For end user REQ cleanup

	A	B	C	D	E	F	G	H	
1	For e	1955							
2	Unit	Req ID	Req Status	Budget Status	Srce Stat	Line	Origin	Requester	Entered By
3	UNCC	1000176500	Approved	Valid	Available	1	ONL	dlwalsh	dlwalsh
4	UNCC	1000184531	Approved	Valid	Available	1	ONL	mb04	mb04
5	UNCC	1000264486	Open	Valid	Available	1	ONL	battisto	ayork
6	UNCC	1000264486	Open	Valid	Available	4	ONL	battisto	ayork
7	UNCC	1000264486	Open	Valid	Available	3	ONL	battisto	ayork
8	UNCC	1000264486	Open	Valid	Available	2	ONL	battisto	ayork
9	UNCC	1000265186	Open	Valid	Available	1	ONL	pdwilkin	pdwilkin
10	UNCC	1000265214	Denied	Valid	Available	1	ONL	rljacob	rljacob
11	UNCC	1000265749	Open	Valid	Available	2	ONL	jamjamie	jamjamie

How to Run a Query

- Click data tab, then Filter button
- Drop downs appear beside each column header

The screenshot shows the Microsoft Excel interface with the Data tab selected in the ribbon. The Filter button is highlighted in the Sort & Filter group. Below the ribbon, a table is displayed with the following data:

	A	B	C	D	E	F	G	H	
1	For e	1955							
2	Un	Req ID	Req Status	Budget Status	Src Stat	Lir	Orig	Requester	Entered By
3	UNCC	100017650	Approved	Valid	Available	1	ONL	diwalsh	diwalsh
4	UNCC	100018453	Approved	Valid	Available	1	ONL	mb04	mb04
5	UNCC	100026448	Open	Valid	Available	1	ONL	battisto	ayork
6	UNCC	100026448	Open	Valid	Available	4	ONL	battisto	ayork
7	UNCC	100026448	Open	Valid	Available	3	ONL	battisto	ayork

How to Run a Query

- Click drop down by Req Status to filter list, like if you just want to see reqs that are pending approval

	A	B	C	D	E	F	G	
1	For e	1955						
2	Un	Req ID	Req Status	Budget Status	Src Stat	Lir	Orig	Requester
	Sort A to Z			d	Available	1	ONL	dlwalsh
	Sort Z to A			d	Available	1	ONL	mb04
	Sort by Color			d	Available	1	ONL	battisto
	Clear Filter From "Req Status"			d	Available	4	ONL	battisto
	Filter by Color			d	Available	3	ONL	battisto
	Text Filters			d	Available	2	ONL	battisto
	Search			d	Available	1	ONL	pdwilkin
	<input checked="" type="checkbox"/> (Select All)			d	Available	1	ONL	rljacob
	<input checked="" type="checkbox"/> Approved			d	Available	2	ONL	jamjamie
	<input checked="" type="checkbox"/> Denied			d	Available	1	ONL	jamjamie
	<input checked="" type="checkbox"/> Open			d	Available	3	ONL	jamjamie
	<input checked="" type="checkbox"/> Pending Approval			d	Available	1	ONL	bsillman
				d	Sourcing In Process	1	ONL	jcunderw
				d	Available	1	ONL	loy
				d	Available	2	ONL	sykesd

How to Run a Query

- Now you just see reqs that are pending approval
- To shorten list even more, select onyens of people in your department in the Requester column

	A	B	C	D	E	F	G	H
1	For e	1955						
2	Un	Req ID	Req Status	Budget Status	Srce Stat	Lir	Orig	Requester
80	UNCC	100027788	Pending Approval	Valid	Available	1	A	Sort A to Z
81	UNCC	100027788	Pending Approval	Valid	Available	2	Z	Sort Z to A
250	UNCC	100030461	Pending Approval	Valid	Available	2		Sort by Color
251	UNCC	100030461	Pending Approval	Valid	Available	1		Clear Filter From "Requester"
329	UNCC	100030706	Pending Approval	Valid	Available	1		Filter by Color
360	UNCC	100030739	Pending Approval	Valid	Available	1		Text Filters
361	UNCC	100030740	Pending Approval	Valid	Available	1		Search
362	UNCC	100030741	Pending Approval	Valid	Available	1		(Select All)
395	UNCC	100030767	Pending Approval	Valid	Available	1		abelle
403	UNCC	100030781	Pending Approval	Valid	Available	1		abransom
418	UNCC	100030793	Pending Approval	Valid	Available	1		aedvs
446	UNCC	100030822	Pending Approval	Valid	Available	3		agrobins
447	UNCC	100030822	Pending Approval	Valid	Available	2		
449	UNCC	100030822	Pending Approval	Valid	Available	1		

Budget Error Example

- Query: NC_KK_ERRORS_VOUCHERS_DEPT

	A	B	C	D	E	F
1	Voucher ID	Amount	Exception Type	Exception Description	Project ID	Project Start Date
2	51165867	384.000	E6	Budget Date out of Bounds	5108198	5/12/2017
3	51170854	13300.000	E6	Budget Date out of Bounds	5033778	9/19/2013
4	51196935	9.300	E2	No Budget Exists	5106731	2/1/2017
5	51242837	85.540	E1	Exceeds Budget Tolerance	5031219	4/1/2011
6	51242837	85.540	E6	Budget Date out of Bounds	5031219	4/1/2011
7	51244693	52.000	E1	Exceeds Budget Tolerance	5102444	5/1/2015
8	51244693	149.850	E1	Exceeds Budget Tolerance	5102444	5/1/2015

G	H	I	J	K
Project End Date	KK End Date	Invoice Date	User	Invoice ID
7/31/2017	8/20/2017	6/30/2017	onyen	N170700829
6/30/2016	9/14/2016	8/21/2017	onyen	4312914
1/31/2022	4/16/2022	5/10/2017	onyen	1595009052017
3/31/2016	6/14/2016	3/8/2016	onyen	901267713
3/31/2016	6/14/2016	3/8/2016	onyen	901267713
4/30/2020	7/14/2020	11/3/2017	onyen	T672293_ER_0000046292
4/30/2020	7/14/2020	11/3/2017	onyen	T672293_ER_0000046292

Understanding Budget Errors

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Common Budget
Check Exceptions

Most Common

Error	Description	Possible solution
E1	Exceeds budget and is over tolerance	Take one or more of the following <ul style="list-style-type: none">• Reduce the dollar amount of the transaction so that it does not exceed the budget• Use a chartfield string that has sufficient budget available
E2	No budget exists	<ul style="list-style-type: none">• Use a chartfield string that has sufficient budget• Enter a budget
E3	Budget closed	Enter a different chartfield string for an open budget
E6	Budget date is out of bounds Note: Only occurs with OSR projects	Enter a different chartfield string for an open budget

Exceeds budget and is over tolerance

R01/U grants can be overridden if there are additional years and funding will be coming in, or if there are other projects within award that have available budget

Budget date is out of bounds

If transaction is within the KK dates or overall award is still on going OSR can override or confirm with SPA that expense was incurred during the project budget period and the error can be overridden

What Do I Do Now?

What are My Options?

- Using information from the queries, find the transaction in error and try to fix it
- Is it a continuing project?
 - The Project ID may have changed
 - Check with someone or look in RAMSeS for information
- Need more help? Call the help desk at 962-HELP
- For project-related transactions, contact OSR Help at OSRHelp@unc.edu for assistance

Resources

- Queries for Cleaning Up Transactions – Instructor Led Class
- Preparing for Year-End Close: Reviewing Open Transactions Guide - Guide
- Queries for Month-End and Year-End Close – Quick Reference Card
- Voucher Matching and Error Troubleshooting Query QRC
- Common Budget Check Exceptions QRC
- Business Systems Help Desk (962-HELP) and OSR Help Desk





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