

Welcome

Steps Financial Transactions Go Through



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Who?

Presenter

**Rachel Lillis, ITS
change management, ccinfo**

Who?

Contributing Subject-Matter Experts (SMEs)

Krishna Bheemireddy, Business Systems Manager, ITS

Deborah Johnson, Accountant, Accounting Services

Judy LeDoux, Accountant, Accounts Payable

Ann Lehew, Business Systems Analyst, ITS

Henry Price, Financial Analyst, Budget Planning & Analysis

Nicole Šebik, Finance Business Analyst, ITS

Mark Sillman, Associate Director, Purchasing Service

What?

We will cover	We will not cover
<ul style="list-style-type: none">• Steps transactions go through.• The biggest barriers to transactions making it through the process.	<ul style="list-style-type: none">• Detailed technical instructions about what buttons to click with screenshots – though I will tell you were to find those.

Why?

Confidence



Mastery

AGENDA



Agenda

- **Basic Transaction Lifecycle**
- **Getting Specific by Type**
 - GL/Campus Journals
 - Budget Journals & Transfers
 - Campus Vouchers
 - Purchase Requisitions (not from Vendor Catalog)
 - Vendor Catalog Purchases
- **Getting Help with Transactions**
- **Questions**



Basic Stages & Steps Financial Transactions Go Through

Originator → Approver(s) → System

Create Transaction

Chartfield Check

Pre-Check Budget

Submit for Approval

**Combo
Edit Error**

Approved by
Dept/School

Approved by Central
Office(s)

**Insufficient
Information**

Budget Check

Post
Transaction



General tips for transactions – Combo Edit Errors

Combo Edit	Description
AFSD_IV	Account, Fund, Source, and Department are required on every line.

What's wrong with this picture?

Fund	Source	Account	Dept
21101	13001	558914	

Combo Edit	Description
FAJ_VV	Lines with OSR and Capital Funds must have a Project ID.

What's wrong with this picture?

Fund	Source	Account	Dept	PC Bus Unit	Project	Activity ID
25201	49000	211100	429801			

Combo Edit	Description
FS_IV	Fund and Source combination must be valid.

What's wrong with this picture?

Fund	Source	Account	Dept
21101	12801	531110	318200

Combo Edit	Description
AF_VI	Revenue on State Funds and all Expense lines must have a Fund with a Purpose code. The Fund code cannot end in "00", such as 20100 and 21100.

What's wrong with this picture?

Fund	Source	Account	Dept
29800	50206	531110	318200

Combo Edit	Description
AF_UNIT	Foundations can only use these funds 29900, 29910, 29920 & 29930.

What's wrong with this picture?

Bus Unit	Fund	Source	Account	Dept
CHBUS	21101	B0001	531110	330000

Combo Edit	Description
FS_IV	Fund and Source combination must be valid.

What's wrong with this picture?

Fund	Source	Account	Dept
21101	12801	531110	318200



General tips for transactions

You can search, filter,
and view summaries
for nearly 400
ConnectCarolina
documents. Find
exactly what you need
when you need it.

ccinfo.unc.edu/resource-docs

[Get Access](#) [Training](#) [HR & Payroll](#) [Finance](#) [Student Administration](#) [Reporting](#) [Research](#) [New](#)

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SEARCH & FILTER

Finance

Quick Reference

Search

Reset

BROWSE CATEGORIES

BROWSE TYPES

Computer - Based Training

Form

Guide

Quick Reference

Slideshow / Presentation

Spreadsheet

Web page

Webinar

Search Resources

Campus GL Journals Cheatsheet

This quick reference contains the following key information for processing campus journal source code Attachment requirements Approval requirements

Type: Quick Reference Categories: Finance

Campus JE Chartfields Matrix

This quick reference provides the chartfields available to select for each campus journal. Correcting journal type, and so on.

Type: Quick Reference Categories: Finance

Campus Journals - Account codes for Billing JE

This quick reference identifies the allowable debit and credit account pairings for the

Type: Quick Reference Categories: Finance

GL Activity tab

This procedure explains and demonstrates the GL Activity tab in InfoPorte. This tab shows assets, liabilities, expenses, revenue, and fund balance. This document explains what how it is different from the InfoPorte Transactions tab.

Type: Quick Reference Categories: Finance, Reporting

Journal Import Procedures and Guidelines

Specific Accounting Services requirements for importing journals into ConnectCarolina

Type: Quick Reference Categories: Finance

Journal Sources

This document lists the journal sources, which is the three-letter code indicating when different from the source chartfield.

Type: Quick Reference Categories: Finance

OSR: Fixing Campus Journal Errors with Project or Grant Funds

This document shows the process for fixing project or grant-related campus journals and approval.

Type: Quick Reference Categories: Finance, Research

CAMPUS JOURNALS



Stages & Steps: Campus/GL Journal

Journal Creator

Create Journal

Chartfield Check

Edit Journal

Budget Check Journal

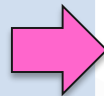
Submit for Approval



Approver(s)

Dept Approvers
(if any)

Central Approver(s)
(e.g. OSR, Accounting Services)



System

Post
Journal

**No long
description**



Journal Tip: Journal Headers & Long Descriptions are Important

- Central office approval - Accounting services checks the Source Authority and Fund Authority to ensure your expense is **permissible**.
- Your journal will get denied without a **long description**.
- Who, what, when, and why
- If it's an invoice or campus billing, **including the invoice number in the Journal Header** can make audits and reconciliations easier and helps Accounting Services.



Journal Tips

- Central office approval - Accounting services will ensure you are using the appropriate **account codes**.
- **Detailed backup** is required and should be attached. e.g.
 - Report showing you have the funds.
 - Memo explaining why the correction is needed.
- If you get confused about billing, call the department that's billing you and work through it. **Don't be afraid to ask for help and collaborate.**
- If you're billing someone, consider putting some steps or **instructions** on your Intra-Unit bills to speed the process and help your campus colleagues out.



Journal Tips: Month End

- **Month can't close with an unposted GL Journal.**
- You can **run a query** to see what GL Journals are not posted. Doing that a few days prior to month close is a best practice.
- Approve or delete anything outstanding before month close.



How can you find help with campus journals?

Deborah Johnson djohnso2@email.unc.edu
ccinfo.unc.edu



Campus Journal Errors with Project or Grant Funds

Overview

When you submit a journal to the budget checking process, it checks for available budget on the chartfield strings on the journal lines. If you get an error message, you can't submit the journal for approval until all the errors are resolved.

If you have a journal that has an error and it has a project ID in the chartfield string, the journal needs to go to the Office of Sponsored Research (OSR) for an override before it can be submitted into workflow for approval.

Types of Errors

In addition to the errors that any campus journal may have, campus journals with project IDs may have the following errors as well:

- Budget date is out of bounds, which means that the dates on the journal are outside the project start and end dates.

How to Fix a Journal Error

- Email osrhelp@unc.edu and ask that their error be cleared. Include the journal ID and your contact information, including email.
After OSR processes the email, you will receive an email notifying you:

- that the error has been cleared, or
- what needs to be fixed on your journal so that it will pass budget checking.

- After the error has been cleared, run the budget check process again in ConnectCarolina so that it passes with a V in the Budget Status column.

- Once the budget status is V, choose Submit Journal in the Process field.
- Click the Process button to submit the journal into workflow for approval.
Important: The journal is not submitted into workflow for approval until the originator completes the process.



Working with Campus GL Journals

Transaction Type Source and Attachment Requirements

Transaction Groups	Transaction Types	Source	Attachment Requirements
Billing	Billing	JBL	Memo stating what goods or services the department is being charged for, beginning billing date, invoice number and invoice was sent to the department.
	Billing State Receipts	JBS	Same as above.
Cash Advance Settlement	Cash Advance Settlement	JCA	*Cover Sheet - Cash Advance Settlement *Screenshot of the original cash advance *Screenshot of the settlement journal *Screenshot of the deposit, if applicable *Scanned receipts (OSR also requires has Reconciliation of Cash Advance for Student Subjects form
Correcting JE	Correcting JE	JCR	Attach justification*
FP (Faculty Practice) Revenue Distribution	FP Charges & Write Offs	JPA	Attach justification*
Office of Sponsored Research	Residual Transfer	JSR	Attach justification and any approvals
Other Campus JE	Other Campus JE - Interunit	JOT	Attach justification*
	Other Campus JE - Intraunit	JOT	Attach justification*
Trusts & Special Funds Transfer	Univ Endowment Income to Principal Account	JUP	Attach justification*
	Univ Endowment Income to Univ Endowment Income Account	JUI	Attach justification*
	Agency Endowment Income to Agency Endowment Principal Account	JAP	Attach justification*
	Foundation Allocation to University Restricted/Unrestricted Gift	JFA	Attach justification*

Journal Header and Budget Header Status

Journal Status

Journal Header Status	Description
N	No Status - Needs to be edited
E	Journal Has Errors
V	Valid Journal - Edit Complete
P	Posted to Ledger

Budget Status

Budget Header Status	Description
N	Not Budget Checked
E	Error in Budget Check
V	Valid

Approval Requirements

Journal Type	Dept*	OSR	Accounting Services
Billing	Basic	Yes	If \$1,000 or greater
Billing State Receipts	Basic	Yes	Yes
Cash Advance Settlement	Basic	Yes	Yes
Correcting JE	Basic	Yes	No
FP Charges & Write Offs (FP Administration)	Basic	No	No
Residual Transfer	Basic	Yes	No
Gift to Gift	Complex	No	Yes
Other Campus JE - Interunit	Complex	Yes	Yes
Other Campus JE - Intraunit	Complex	Yes	Yes

BUDGET ENTRY TYPES



What's the difference?

	Budget Journal	Budget Transfer
Use	<ul style="list-style-type: none">• Establishes budget• Increases budget• Decreases budget	<ul style="list-style-type: none">• Moves existing budget from one budget to another
Rules	<ul style="list-style-type: none">• Mainly for changing state receipts or for trust changes	<ul style="list-style-type: none">• Two-sided entry• Must be within the same fund/source• Debits (increases) & credits (decreases) must equal each other

Journal or Transfer?

The School of Medicine is funding a faculty member in the School of Pharmacy.

ANSWER

Budget Transfer

Journal or Transfer?

The School of Media & Journalism
received a School-Based Tuition Increase.

ANSWER

Budget Journal

Journal or Transfer?

The Department of Chemistry is supporting a seminar in the Department of Biology.

An orange rectangular button with a slight 3D effect and a shadow, containing the word "ANSWER" in blue capital letters.

ANSWER

Budget Transfer



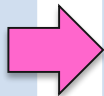
Stages & Steps: Budget Journals

Originator

Budget Journal

Budget Pre-Check

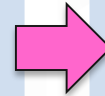
Submit for Approval



Approver(s)

Dept Approvers
(if any)

Central Approvers
State = Budget Office
Trust = Accounting
Services



System

Budget
Check

Post
Journal



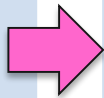
Stages & Steps: Budget Transfers

Originator

Budget Transfer

Budget Pre-Check

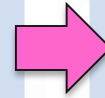
Submit for Approval



Approver(s)

Dept Approvers
(if any)

(if needed)
Central Approvers
Budget Office /
Accounting Services



System

Budget
Check

Post
Journal



Top Tips: Budget Journals and Transfers

- Budget transfers are **not allowed across periods**.
(e.g. FY to FY)
- **No co-mingling**. You cannot add multiple fund types for budget journals and transfers – F&A by itself, State by itself, Trust by itself. (FAST)
- Associated trust budgets are **automatically updated (overnight)** for new trust revenue posted in the current fiscal year if you are on the Associated Budget Table.



Who handles what and who can help?

- **Budget Office** approves
 - **State Expense and State Revenue** – ALL State Budget Journals; Some State Budget Transfers
 - Contact is **Henry Price**: henry.price@unc.edu
- **Accounting Services** approves
 - **Trust Expense and Trust Revenue** – ALL Trust Budget Journals; Some Trust Budget Transfers
 - Contact are **Yiwen Wang**: yiwen_wang@unc.edu and **Cathi James**: cjames@email.unc.edu



VOUCHERS



Stages & Steps: Vouchers

Voucher Creator

Create Voucher

Chartfield Check

Edit Voucher

Budget Pre-Check

Submit for Approval

Approver(s)

Approved by Dept
(if any)

Approved by
Central Offices

OSR
Pre-Audit
ITS security
Environmental Health and Safety (EHS)
Accounts Payable

System

Budget Check

Post Voucher

Pay Voucher

Post Payment



Example Timeline of a Voucher

Monday	Tuesday	Wednesday	Thursday	Friday
Creator <ul style="list-style-type: none">• Create a voucher• Pre-budget check it• Submit it for approval	Departmental approver reviews and approves	OSR approver reviews and approves	Accounts Payable approver reviews and approves (budget checked overnight)	Voucher Posts (not necessarily paid, that depends on whether the terms have been met)
During this time, you can find a voucher using the "Find Existing Value" tab on the Campus Voucher page in ConnectCarolina.				Once posted, viewable in InfoPorte and Budget Overview in ConnectCarolina



Top Tip: Vouchers – Use Comments!

- While comments are optional, they can be very useful for approvals, audits and/or historical documentation and will likely speed the process through central approvers. Things to include as appropriate:
 - What it is, What it's for, Who it's for (on behalf of), Dates, Class #, Where, make sure you put a PI in for sponsored projects
 - If you need a printed check include the note "Check with order, please"



Top Tip: Vouchers – Payment terms

- **UNC uses a Net 30 default.** Once a voucher posts, the default is for the check to be cut in 30 days. If you need it sooner:
 - Do NOT save your voucher until you have made the date adjustments to payment terms. (the feature will not work right if saved before adjusting)
 - Payments Terms page > Select “user” in Due Date Control > enter new “due date” > Click “back to invoice” link
 - Include it in the notes with reason (e.g. **Need cut ASAP – time sensitive hotel deposit for student networking trip to NYC**



Top Tips: Vouchers

- **Attachments** – Make sure to include necessary attachments.
 - Study Subject or Reimbursement
PayeeName**Amount**Month**Year** (e.g. Lillis50.00Sept18)
 - Invoice attachment – keep a copy. Naming conventions:
InvoiceNumber**CompanyOrIndividual**Date
 - *Note: Voucher attachments can only be viewed by departments for 90 days after payment.*
- **Speedchart with ComboCode or ProjectID** – Make sure you adjust your cost codes as needed.



Top Tips: Vouchers

- Remember **checks are not printed the first 5 days of the month**. You can't pick up a check in that window.
- Any voucher of more than \$5,000 goes through an additional approval process (Pre-Audit).
- **Click the Approval History link to view the approval path.** You can verify the voucher is in the approval process by checking to see if there is an Approval History link on the Summary tab.
- Additional paperwork for independent contractor vouchers (*remember naming conventions!*)
 - Invoice
 - IC Checklist
 - IC Approval Form (screenshot or PDF)
 - Sponsored project FCOI form signed (federal conflict of interest form)



How can you find help with vouchers?

Accounts Payable accountspayable@unc.edu

The voucher team comprises 4 people who each try to approve 200+ vouchers daily. They processed over 250,000 vouchers last year.

Connect CAROLINA
iNFOPORTE

Changing Pay Terms Date When Creating a Campus Voucher

Navigation

Main Menu > Finance Menu > Accounts Payable > Campus Voucher Entry

Changing Pay Terms Date

When creating a campus voucher, you change the Pay Terms Date. If the voucher is saved prior to making Pay Terms adjustments the feature will not operate properly. **It is important that you not save your voucher until you made the date adjustments to the Payment Terms.**

While the payment terms can be modified for all voucher types, the process is not commonly used for processing student stipends or awards for which the school pay date is not calculated based on an invoice date.

Payment Terms

[Back to Invoice](#)

Business Unit:	UNCGH	Invoice Number:
Voucher ID:	NEXT	Voucher:
Payment Terms ID:	30	
Due Date Control:	Other	

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iNFOPORTE

Campus Voucher Top 10 Tips

Getting campus vouchers paid on a timely basis is important to your department, the University as a whole, and of course, the actual payment recipient. Here are some tips that will help you efficiently get your payments out with campus vouchers -- whether it's to pay businesses, independent contractors, stipends, reimbursements, cash advances or to replenish petty cash.

1 Entering Invoice Numbers Correctly

Disbursement Services performs a final number you enter on the campus voucher to duplicate payments and ensures that a campus voucher, including invoice number, is unique.

You can find detailed guidelines for entering a [Campus Voucher](#) document on the ccinfo.unc.edu website.

2 Choosing the Vendor

The vendor location you specify on campus vouchers. Here are some key points for vendor location:

- For simplicity, choose the vendor location from the New Value tab screen.
- When you choose the location, verify the location.
- To view the payment method associated with the location.

5 Using Speed Charts, UNC Item ID and Category

- Speed Charts:** If you need to charge a contract or grant, you can save time by using the Speed Chart field. Choose the project ID to automatically fill in the chartfields for the contract or grant.
- UNC Item ID:** If a vendor's item master list has been loaded in the system, you can save time by looking up and choosing the item you need. The system then fills in information about the item.
- Category:** Pick the most appropriate category for the item, and double check the account that fills in based on the category you've chosen. You can change the account if needed. If you feel the defaulted account should be changed, please submit a Helpdesk ticket so it can be reviewed and updated, if needed.

6 Troubleshooting Errors

To check your work as you go when you are entering items and chartfield values, you can click the Calculate

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Process to Create a Campus Voucher

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Voucher Entry

Value Tab

Default values for **Business Unit** (UNCGA), **Voucher ID** (NEXT), and **Style** (Regular Voucher).

Select the vendor using the Short

two digits of the year, and the amount of the voucher, along with the vendor name selected on the

Invoice Information Tab - Invoice Lines Section

- Distribute By:** If you want to enter goods or services defined by a unit of measure, choose **Quantity**. Or, if you want to enter services, or a bundle of goods or services, that fall under the same Category code, such as a catered meeting, choose **Amount**.
- Ship to:** Ignore this field.
- Speed Chart:** If applicable, look up and enter the Office of Sponsor Research (OSR) project number to have the system automatically enter the project's chartfield entries for the item's distribution line.
- UNC Item ID:** If the vendor you've entered has item IDs loaded, look up and choose the item. Otherwise, leave this field blank.
- UOM:** Look up, or enter, the unit of measure. Typically, you will choose EA for each.
- Unit Price:** Enter the price per unit of measure. If you chose Amount in the Distribute By field, enter the total amount for the line item.

Attachments, Budget Pre-Check, Submit for Approval - Invoice Information Tab

- To add an additional distribution line in order to allocate the line item to multiple chartfields, click the **Add a New Row (+)** button to the left of a line item.
- Click the **Calculate** button to update the invoice totals. The system calculates the differences between the Invoice Lines, Freight, and Miscellaneous amounts against the invoice Total. If it's out of balance, the Difference is displayed in red.
- Click **Save**. To view any errors, click on the **Error Summary Tab**.
- To attach supporting electronic documents, such as a scanned invoice or receipts, click on the **ImageNow Attachments** link. Once you've uploaded a document click **OK** to return to the Invoice Information Tab.
- To add informational comments, which may be used for historical reference or communications to Disbursement Services, click the **Comments** link. Be sure to also add

PURCHASE REQUISITIONS



Before the Process Starts

- When considering a purchase of more than \$5,000, it is helpful to **first discuss your plans with a purchasing agent** in order to receive guidance and help manage costs. You can use the **Purchasing Engagement Tool** to find the contact information for the appropriate agent.



Top Tips: Purchase Request - Attachments

- **If competition is available** (preferred)
 - **Statement of Work** – Explain what you want to buy
 - **Quote** – Starting point for bid. Reinforces that all fees are included and it's a solid cost. Confirm shipping time matches their need.
 - **Maintenance Agreement** (should not be signed)
- **If competition not available** (Available in rare cases where only one company sells a certain piece of equipment, software, etc or can meet a very short deadline)
 - **Waiver of Competition.** (Procurement services site)
 - **Sole Source Justification letter.** Justify why your case matches the exception.
- **If you did not follow one of the approved paths above, you must contact Mark Sillman to discuss (919-962-9463).**
 - **Misuse Statement** (This form is not available online.)

**Create Purchase Request
(aka Requisition)**

**Chartfield check &
Budget
Pre-check**

Approve

**Requisition
Budget Checked**

**Pre-encumbrance after
requisition successfully
budget checked**

**If needed, purchasing
agent creates bid doc
to initiate competitive
bidding process**

**Procurement
Services creates
PO**

**PO budget
checked**

**Encumbered After PO
Successfully Budget Checked**

**Procurement
Services
dispatches PO
to vendor**

**Vendor ships
goods, sends
invoice to
Accounts Payable**

**Upload invoice
to VISP
(Vendor Invoice
Submission Page)**

**Receive goods.
Enter receipt
verifying what
you received.**

**Accounts
Payable creates
a voucher**

**Accounts Payable does
a three-way match
between invoice,
voucher, and receipt**

**Voucher budget
checked**

**Post the
Voucher**

Pay Voucher

**Encumbrance disappears overnight
after voucher is budget checked.**

Under what circumstances should a non-vendor catalog purchase requisition be created?

ANSWER

1. Purchase is more than \$5,000
2. Vendor requires PO

When should a department create a receipt in the system?

ANSWER

After receiving goods to verify receipt.



Top Tips: Requisitions – Header Comments

- Include your **point of contact** (POC). Complete information is needed. That way bid is sent to proper person. Name, email, and especially phone number.
- If you need to enter **special delivery instructions** or **specific due dates**, enter them in the Header Comments field and mark the **Send to Vendor** box.
- The **2-digit vendor address code** is especially helpful to add to header comments. You will see it when you populate the requisition with the vendor address.



Top Tips: Requisitions

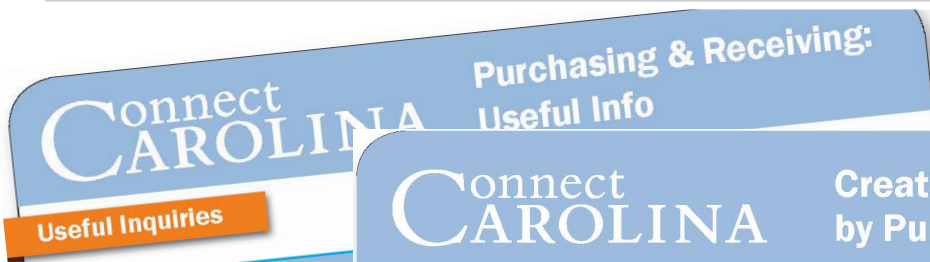
- **Location Matters.** Choose the right vendor address. Some vendors have multiple addresses making this especially critical.
- **Ship-to Location.** Be specific.
- **Receipts Matter.** The vendor will not be paid until the receipt is created.
- **VISP.** Invoice #, Invoice, PO #, your contact info, vendor contact info.
 - All PO invoices that are submitted through VISP must have accurate line payment instructions noted on the invoice. If line payment instruction are not included for invoices on a multiple line PO, your document will be rejected and you will be requested to upload it again with proper line payment instructions.



How can you find help with requisitions?

Procurement Services / Purchasing Services

purchasing_team@unc.edu
mark_sillman@unc.edu



Useful Inquiries

This inquiry ...	Is best for ...
Manage Requisitions—Requisition Lifecycle	<ul style="list-style-type: none">Has my requisition been approved?What's the PC number for this requisition?What receipts has it been funded with?How can I see if a receipt has been created for my requisition?Has it been paid?
Requisition Inquiry	<ul style="list-style-type: none">I don't know the description of the requisition.I want to see the requisition on one page.
PO Inquiry	<ul style="list-style-type: none">What payments have been made on this purchase order?



Use this procedure to create a receipt for goods or services if you know the purchase order (PO) number or vendor's ID. This method is an alternative to the other ways you can receive when starting from requisition (eProcurement > Receive Items or eProcurement > Manage Requisitions).

Navigation

Main Menu > Finance Menu > eProcurement > Add/Update Receipts by PO

Add/Update Receipts by PO

Find an Existing Value Add a New Value

Business Unit:
Receipt Number:
PO Receipt ☒

Click Add

Add

Select Purchase Order

Search Criteria

PO Unit: Days +/- Today:

ID: Start Date:

Line / Schedule: End Date:

Release:

Enter the PO number



1 Providing Adequate Information on Requisitions

Include as much information as possible on your requisitions to help the buyers process them efficiently. Be sure to attach any of the following if they apply: Misuse Statement, Statement of Work, Waiver of Competition, Signed Maintenance Agreement, Quote or Sole Source Justification.

Also:

- When you are renewing equipment maintenance with a vendor, be sure to provide details such as the vendor quote number and terms. Include serial and model numbers.
- When you make a purchase on a state contract, be sure to attach all required documentation (even though the system lets you submit the requisition without the attachments).
- If you need to enter special delivery instructions or specific due dates, enter them in the Header Comments field and mark the Send to Vendor box. Entering comments is the only way vendors receive this important information.

2 Checking the Budget on Requisitions

You need to check the budget on the requisition and resolve any budget errors (so that the budget status is "Valid") before you can save and submit a purchase requisition. Your approvers can't approve a purchase requisition that has budget errors. If there are budget exceptions, contact your department's budget personnel for resolution.

3 Choosing the Vendor Location on Requisitions

- Be sure to choose the right vendor address on the requisition - the address matters. If a specific vendor address you need is not available, use Campus Vendor to request that the order-from address be added to the vendor.

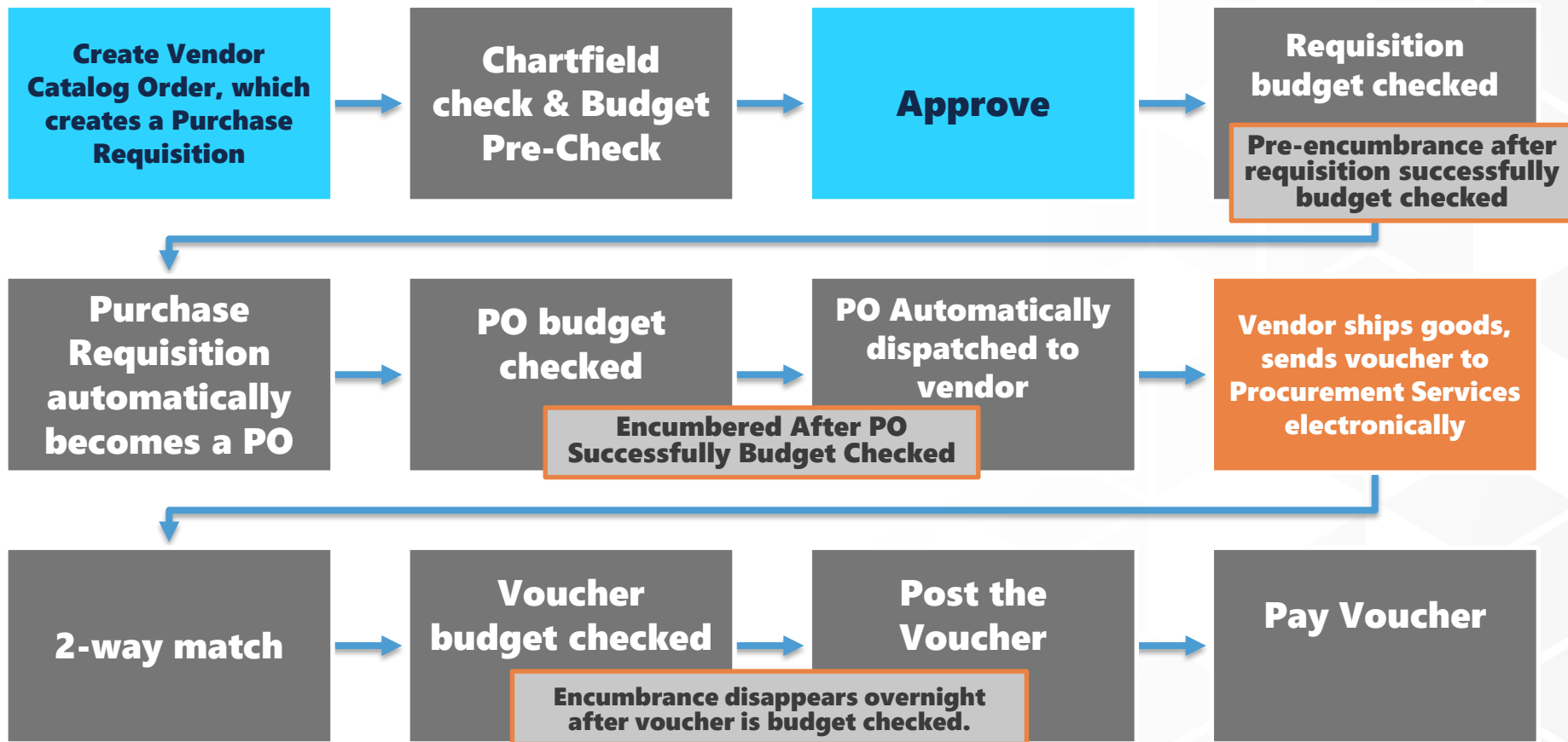
4 Choosing the Ship-to Location

- Be sure to choose the right ship-to location on the requisition - the address matters. If a specific vendor address you need is not available, use Campus Vendor to request that the order-from address be added to the vendor.

VENDOR CATALOG



Stages & Steps: Vendor Catalog





How can you find help with ePro Vendor Catalog purchases?

Purchasing Services

purchasing_team@unc.edu

Connect
CAROLINA

Procurement Overview

What document should I complete to place an order?

Is the order greater than \$5,000?

No

No

No

Yes

Does the vendor require a purchase order?

Is the vendor in the vendor catalog?

Order goods or services using a:

ePro vendor catalog order *

ePro Helpful Tips

Get more ePro tips:

<http://ccinfo.unc.edu/ePro-tips>



ePro Vendor Catalog Helpful Tips

How to Find Your Orders in InfoPorte

You can view your ePro orders in InfoPorte by following the steps below:

1. Navigate to infoporte.unc.edu and log in with your Onyen.
2. Click the Finance button.



3. Click the Transactions tab.

Help... Lots of it.



WHERE TO FIND HELP

ccinfo.unc.edu - Manuals, quick reference cards, recorded webinars...

Transaction Type	Primary Central Office Approver	How to contact with Questions
Vouchers	Accounts Payable (formerly Disbursement Services)	accountspayable@unc.edu Judy LeDoux jkledoux@email.unc.edu
GL/Campus Journals	Accounting Services	Deborah Johnson djohnso2@email.unc.edu
ePro, Purchasing	Procurement Services / Purchasing Services	purchasing_team@unc.edu
Requisitions	Procurement Services / Purchasing Services	Mark Sillman mark_sillman@unc.edu
Budget Transfers & Journals (State Funds)	Budget, Planning & Analysis	Henry Price henry.price@unc.edu
Budget Transfers & Journals (Trust Funds)	Accounting Services	Yiwen Wang yiwen_wang@unc.edu Cathi James cjames@email.unc.edu
Not sure?	ConnectCarolina Team	CC Communications@unc.edu

Want More?



Deeper Dives After Lunch

Advanced Questions

Stump the Finance BA (Business Analysts)

1:15pm - 2:10pm in Union 2518 A-B

Campus Journals

Understand Campus Journals and Data Collect Batches

2:30pm - 3:25pm in Pleasants Family Room (Wilson Library)

Thank you



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