Sneak Peek

What's Changing with the Finance Upgrade?

December 2018

ConnectCarolina InfoPorte

Presenters

Jackie Treschl, ConnectCarolina Change Management

Subject Matter Experts

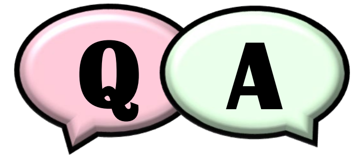
Becky Arnold, ConnectCarolina Finance

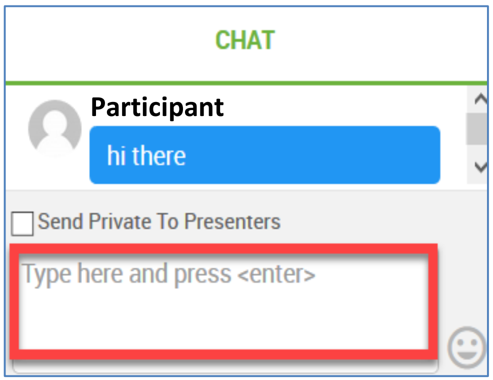
Nicole Šebik, ConnectCarolina Budgeting

Krishna Bheemireddy, ConnectCarolina Procurement

Webinar Format

Presentation followed by question and answer.





Use the chat window to ask a question. We'll keep track of them and answer them at the end of the presentation.

Orange boxes indicate new functionality.

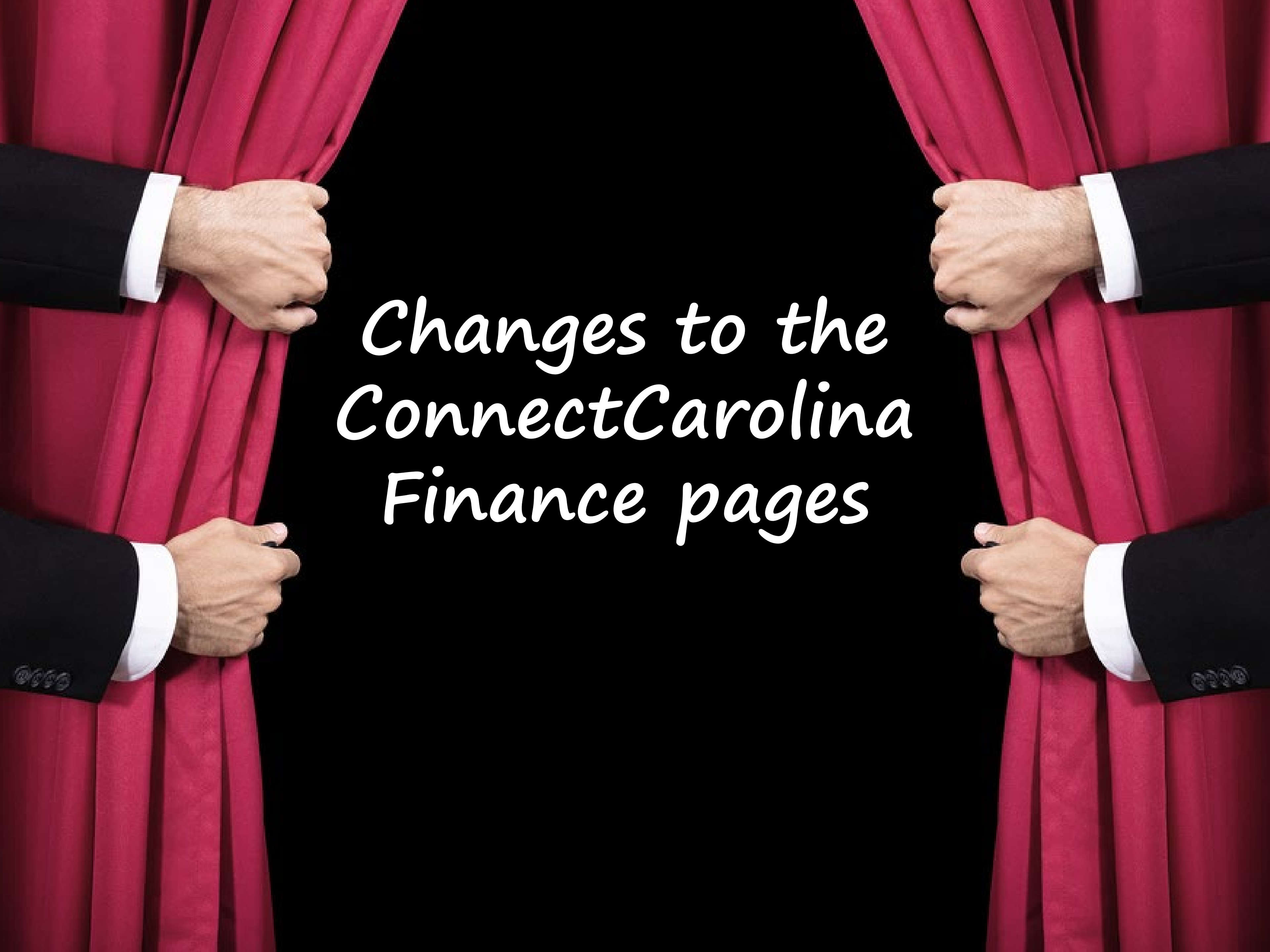
Green boxes indicate look and feel changes.

The webinar recording will be posted on https://ccinfo.unc.edu/fin-9-2-upgrade/

The ConnectCarolina **Finance** and **HR/Payroll** components will be down beginning at **NOON on Friday, Dec. 7** so that we can begin the Finance software upgrade.

The **Student Administration** pages in ConnectCarolina will be unavailable starting at **10:00 p.m. on Saturday, December 8 until 8:00 a.m. on Sunday December 9**.

ConnectCarolina InfoPorte


Changes to the
ConnectCarolina
Finance pages

Everything worked smoothly.

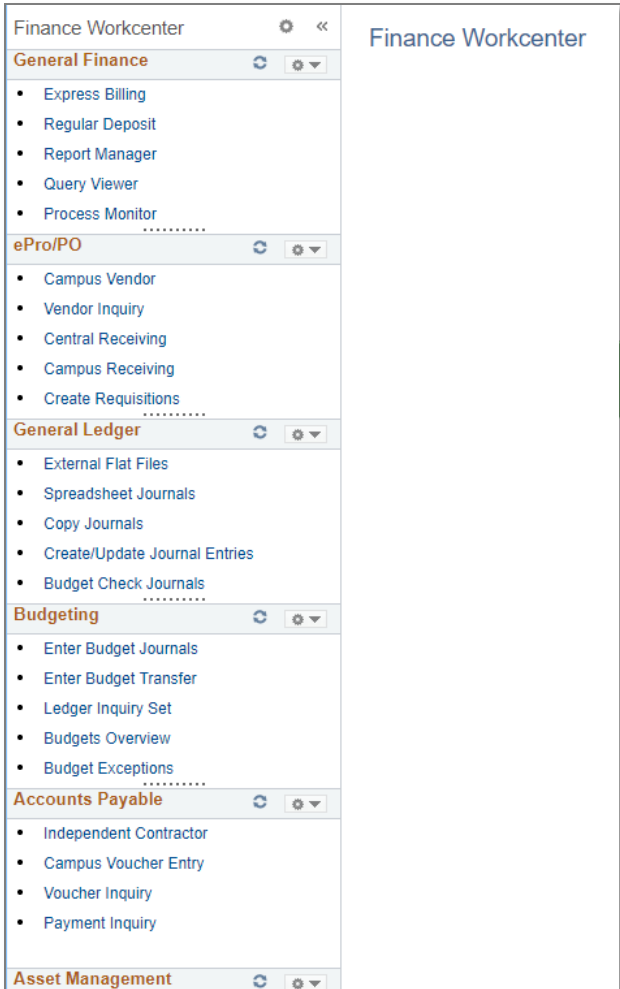
We don't see too many differences, not enough to be bothered by.

I like the setup. I also like that most items respond much quicker when you click on them.

Overall, things seemed intuitive where there were changes.

Expanded Finance WorkCenter

Current



Upgraded

Upgraded

UNC Favorites puts the most used links at the top in one folder

Supplier is the new Vendor

Suppliers

Campus Supplier

Find an Existing Value | Add a New Value

SetID UNCCH

Supplier Type

Add

Find an Existing Value | Add a New Value

Supplier Catalog

Campus Voucher

Find an Existing Value | Add a New Value

Business Unit	UNCCH
Voucher ID	NEXT
Voucher Style	Regular Voucher
Short Supplier Name	
Supplier ID	
Supplier Location	
Invoice Number	
Invoice Date	
Gross Invoice Amount	0.00
Freight Amount	0.00
Misc Charge Amount	0.00
Estimated No. of Invoice Lines	1

Add

Find an Existing Value | Add a New Value

Campus Voucher:
Looks Different, Works the Same

Current

Invoice Information | Payments | Voucher Attributes

Business Unit: UNCCH
Voucher ID: NEXT
Voucher Style: Regular Voucher

Invoice No:
Invoice Date:
Accounting Date: 12/03/2018

Action:
Run

Vendor ID:
ShortName:
Location:

ImageNow Attachments
Comments(0)

Advanced Vendor Search

Control Group:
Invoice Lines: 0.00
Currency: USD
Miscellaneous:
Freight:
Total: 0.00

Difference: 0.00

Calculate

Pay Terms: 30 Net 30
Basis Date Type: Inv Date

Print Voucher

Copy From Source Document

Copy From: Template Go

Invoice Lines

Find | View All First 1 of 1 Last

Line: 1
***Distribute by:** Amount
Ship To: 607_2700
SpeedChart:

UNC Item ID:
UOM:
Unit Price:
Quantity:
Line Amount: 0.00
Description:
***Category**

Calculate

Distribution Lines

Personalize | Find | View All | | First 1 of 1 Last

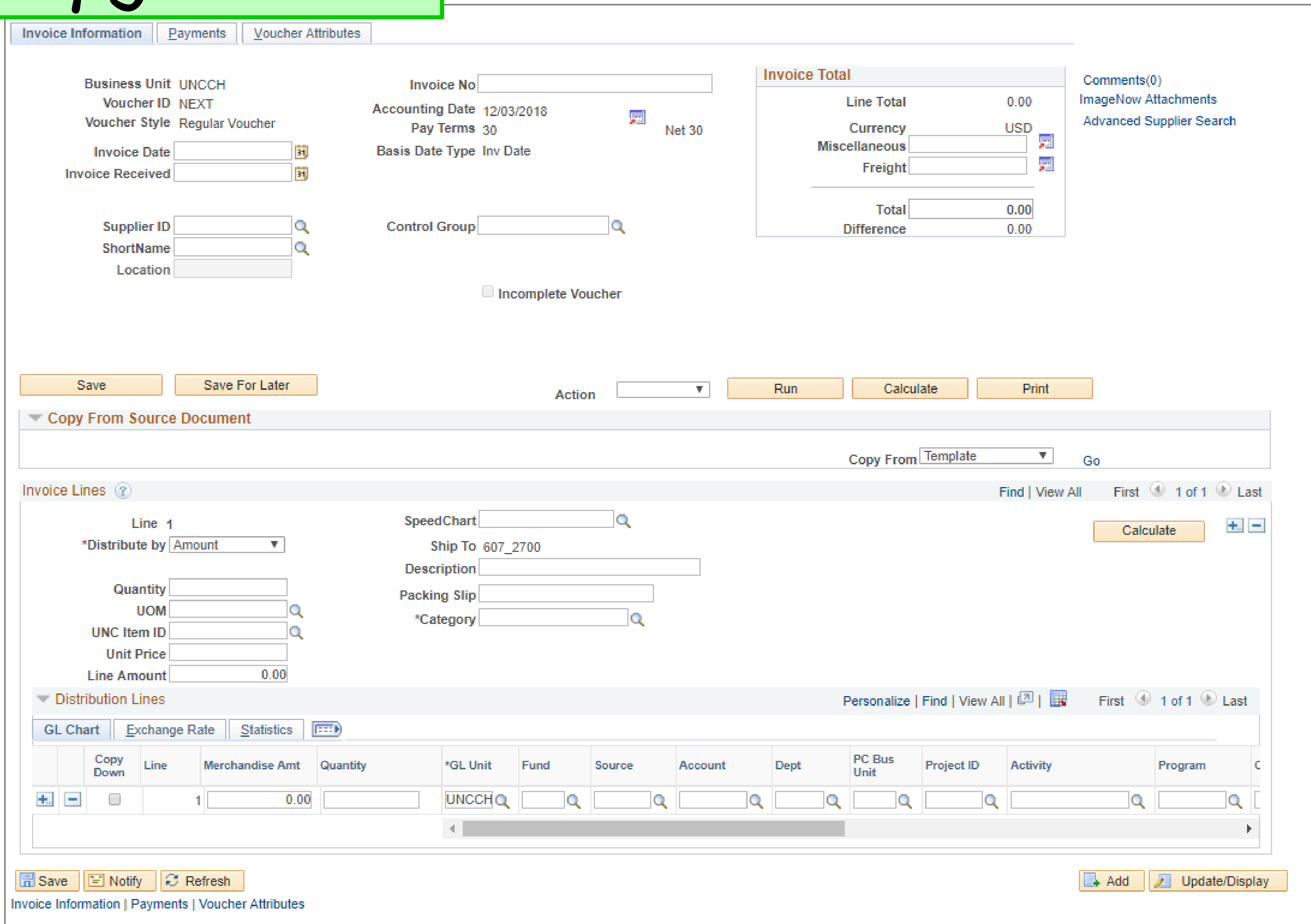
GL Chart | Exchange Rate | Statistics

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Proj
+	−	☐	1	0.00		UNCCH						

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes

Upgraded


Invoice Information
Payments
Voucher Attributes
Business Unit UNCCH
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Invoice Received
Supplier ID
ShortName
Location
Invoice No
Accounting Date 12/03/2018
Pay Terms 30
Net 30
Basis Date Type Inv Date
Control Group
Incomplete Voucher
Invoice Total
Line Total 0.00
Currency USD
Miscellaneous
Freight
Total 0.00
Difference 0.00
Comments(0)
ImageNow Attachments
Advanced Supplier Search
Save
Save For Later
Action
Run
Calculate
Print
Copy From Source Document
Copy From Template
Go
Invoice Lines
Find | View All
First 1 of 1 Last
Line 1
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Distribution Lines
Personalize | Find | View All |
First 1 of 1 Last
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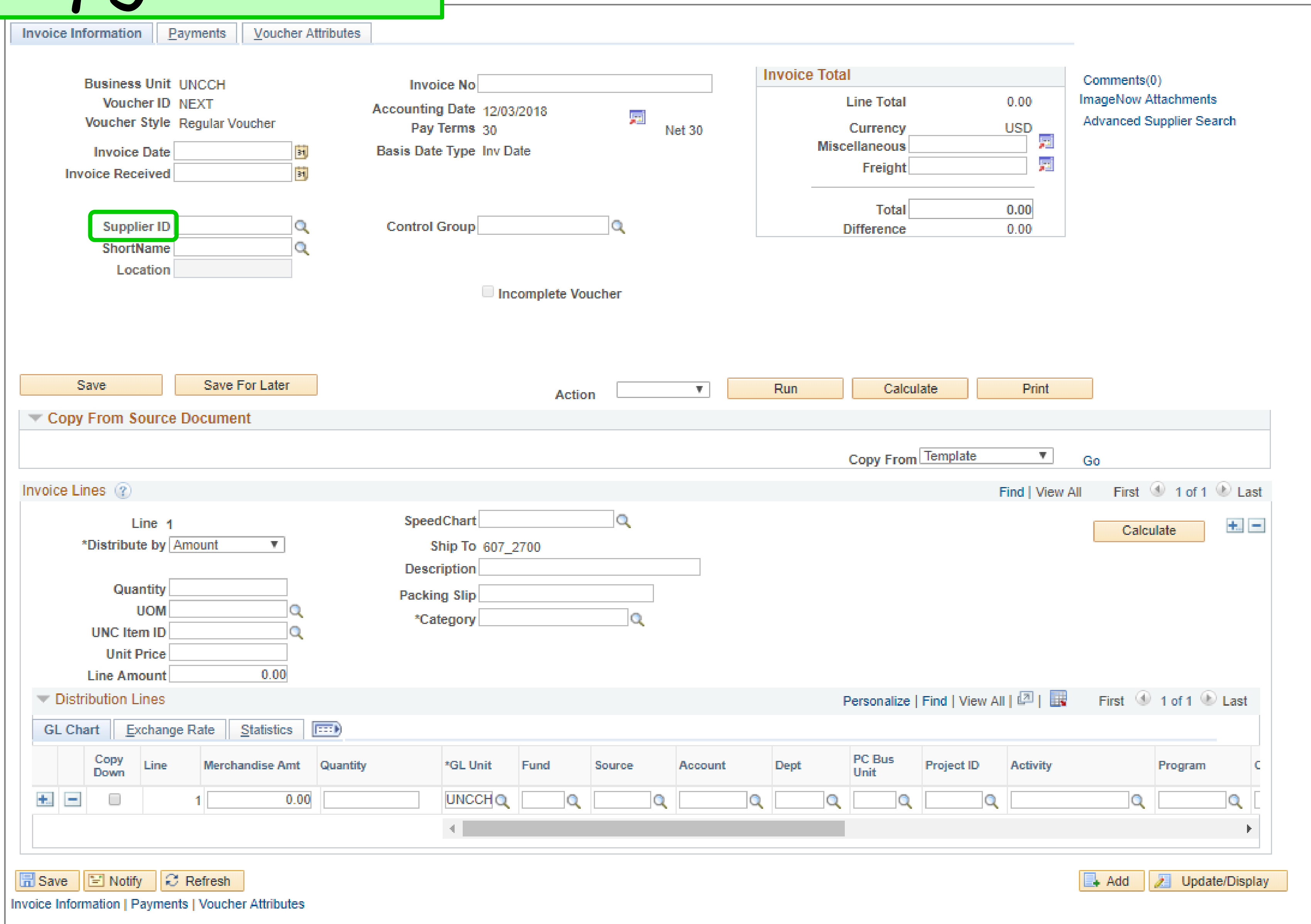
Program
1
0.00
UNCCH
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes

Upgraded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ImageNow Attachments
Advanced Supplier Search
Save
Save For Later
Action
Run
Calculate
Print
Copy From Source Document
Copy From Template
Go
Invoice Lines
Find | View All
First 1 of 1 Last
Line 1
*Distribute by Amount
Quantity
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UNC Item ID
Unit Price
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Personalize | Find | View All |
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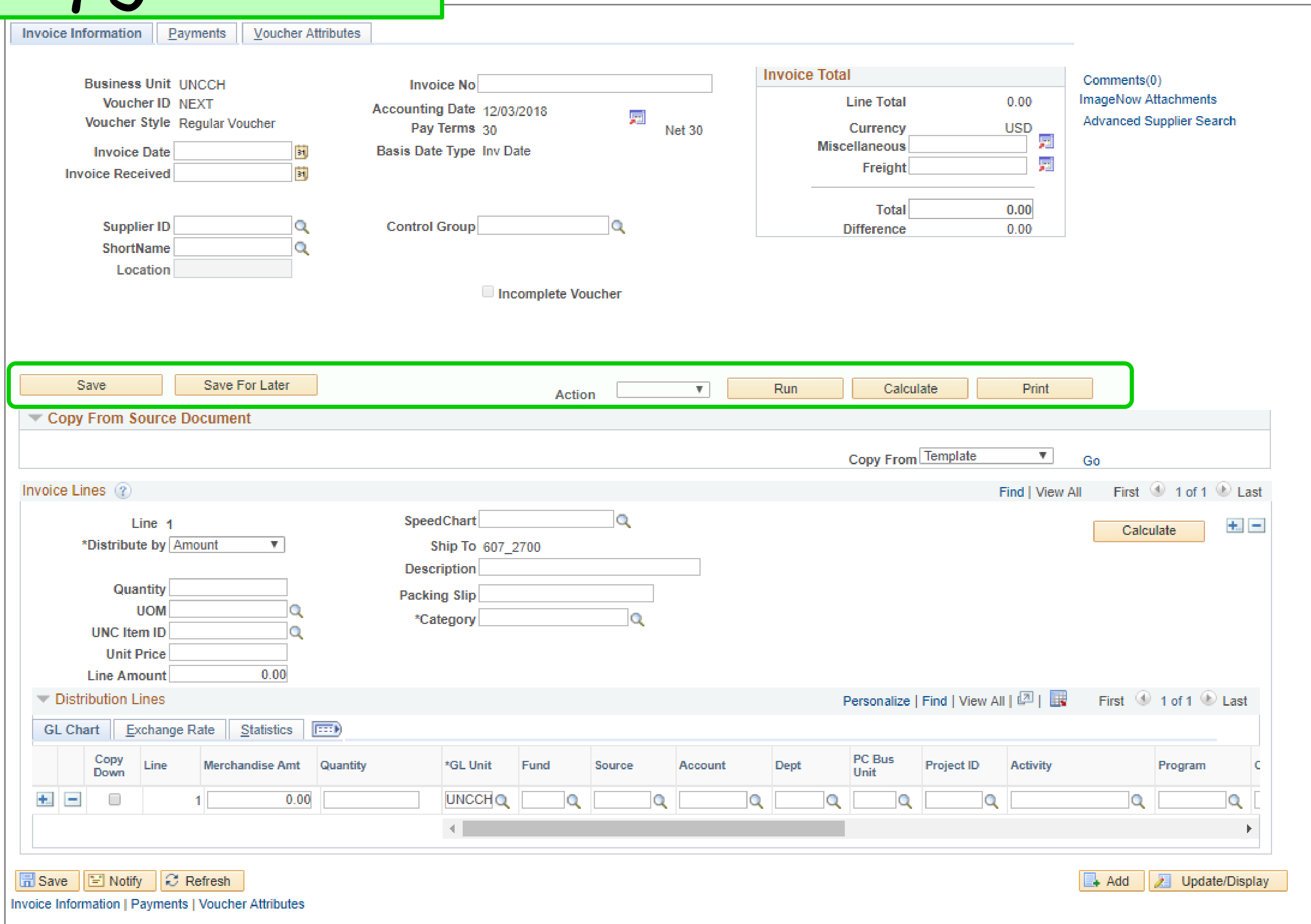
Add
Update/Display
Invoice Information | Payments | Voucher Attributes

Upgraded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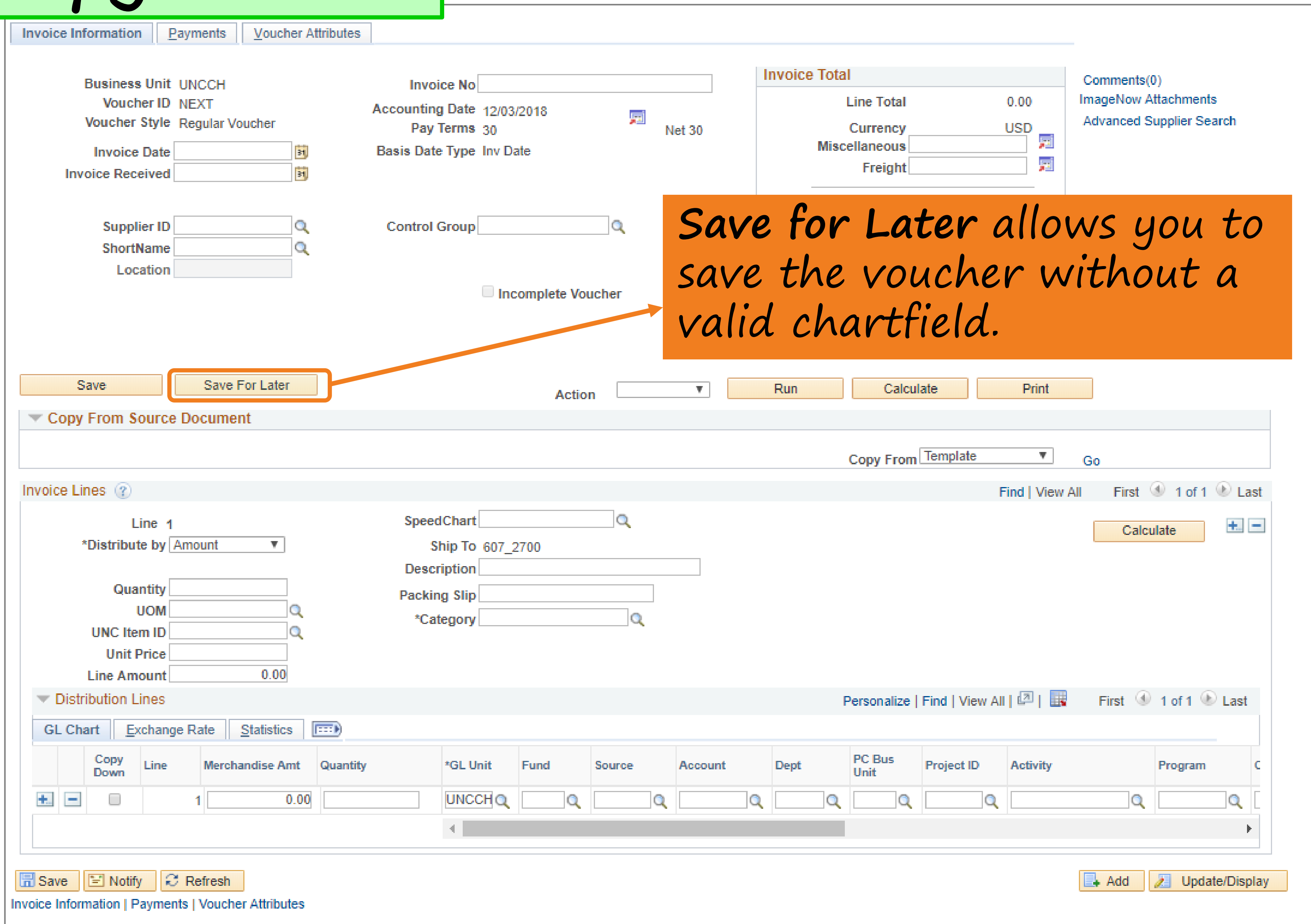
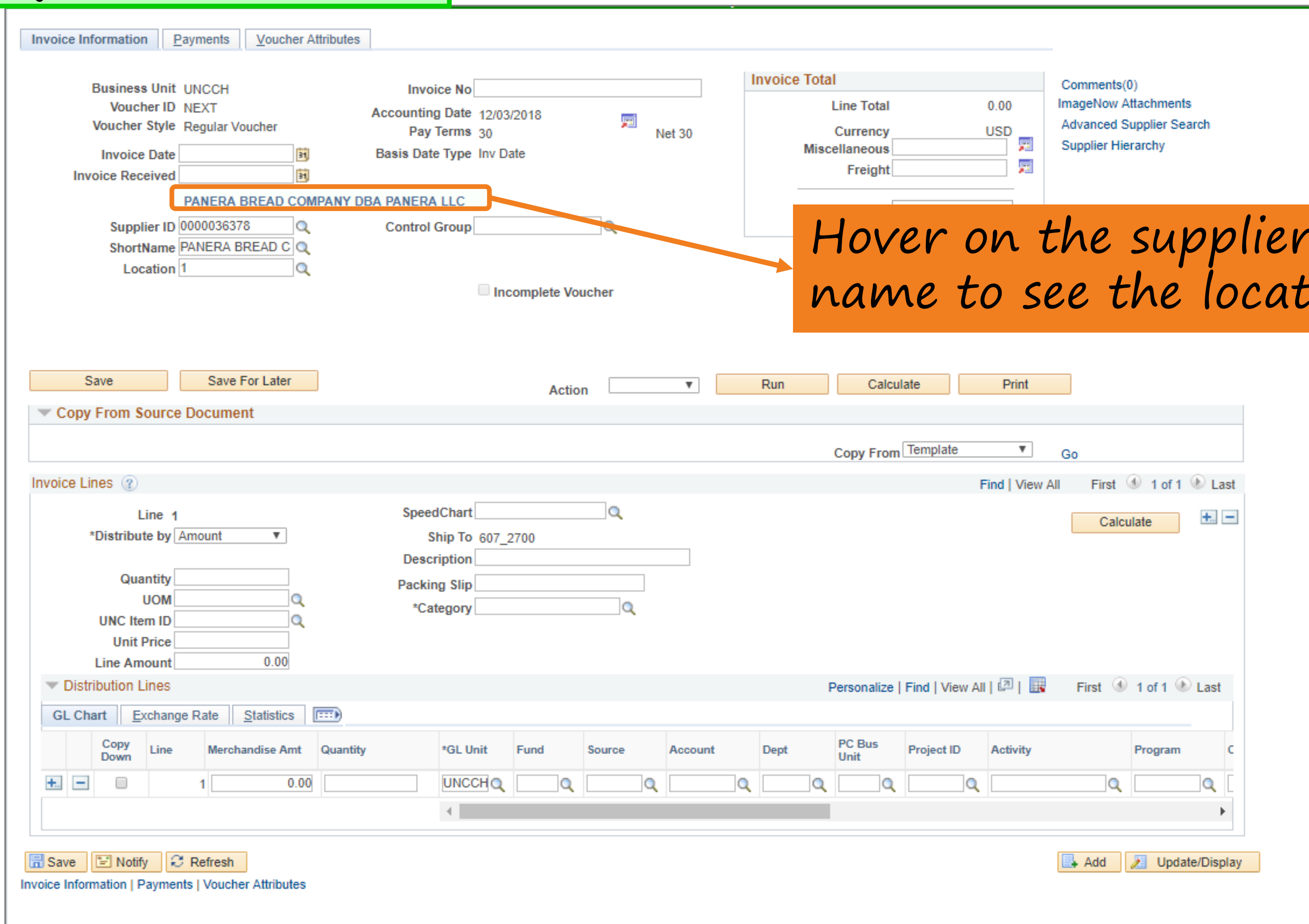
Invoice Information | Payments | Voucher Attributes

Upgraded



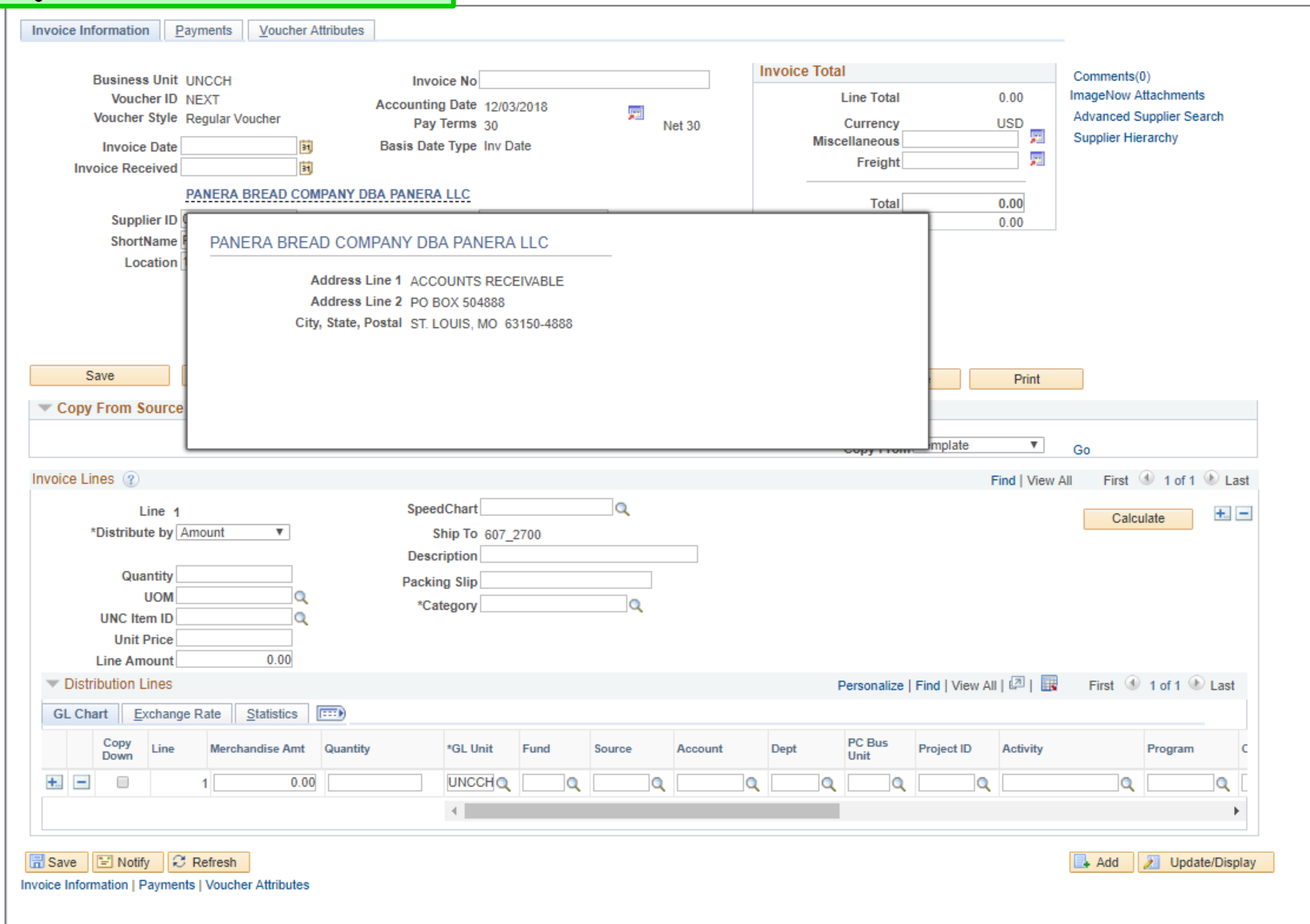
Save for Later allows you to save the voucher without a valid chartfield.

Upgraded



Hover on the supplier's name to see the location

Upgraded



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Voucher Attributes
Business Unit UNCCH
Voucher ID NEXT
Voucher Style Regular Voucher
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Pay Terms 30
Net 30
Basis Date Type Inv Date
Invoice Total
Line Total 0.00
Currency USD
Miscellaneous
Freight
Total 0.00
0.00
Comments(0)
ImageNow Attachments
Advanced Supplier Search
Supplier Hierarchy
PANERA BREAD COMPANY DBA PANERA LLC
Supplier ID
ShortName
Location
PANERA BREAD COMPANY DBA PANERA LLC
Address Line 1 ACCOUNTS RECEIVABLE
Address Line 2 PO BOX 504888
City, State, Postal ST. LOUIS, MO 63150-4888
Save
Print
Copy From Source
Go
Invoice Lines
Find | View All
First 1 of 1 Last
Line 1
*Distribute by Amount
SpeedChart
Ship To 607_2700
Description
Packing Slip
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Save
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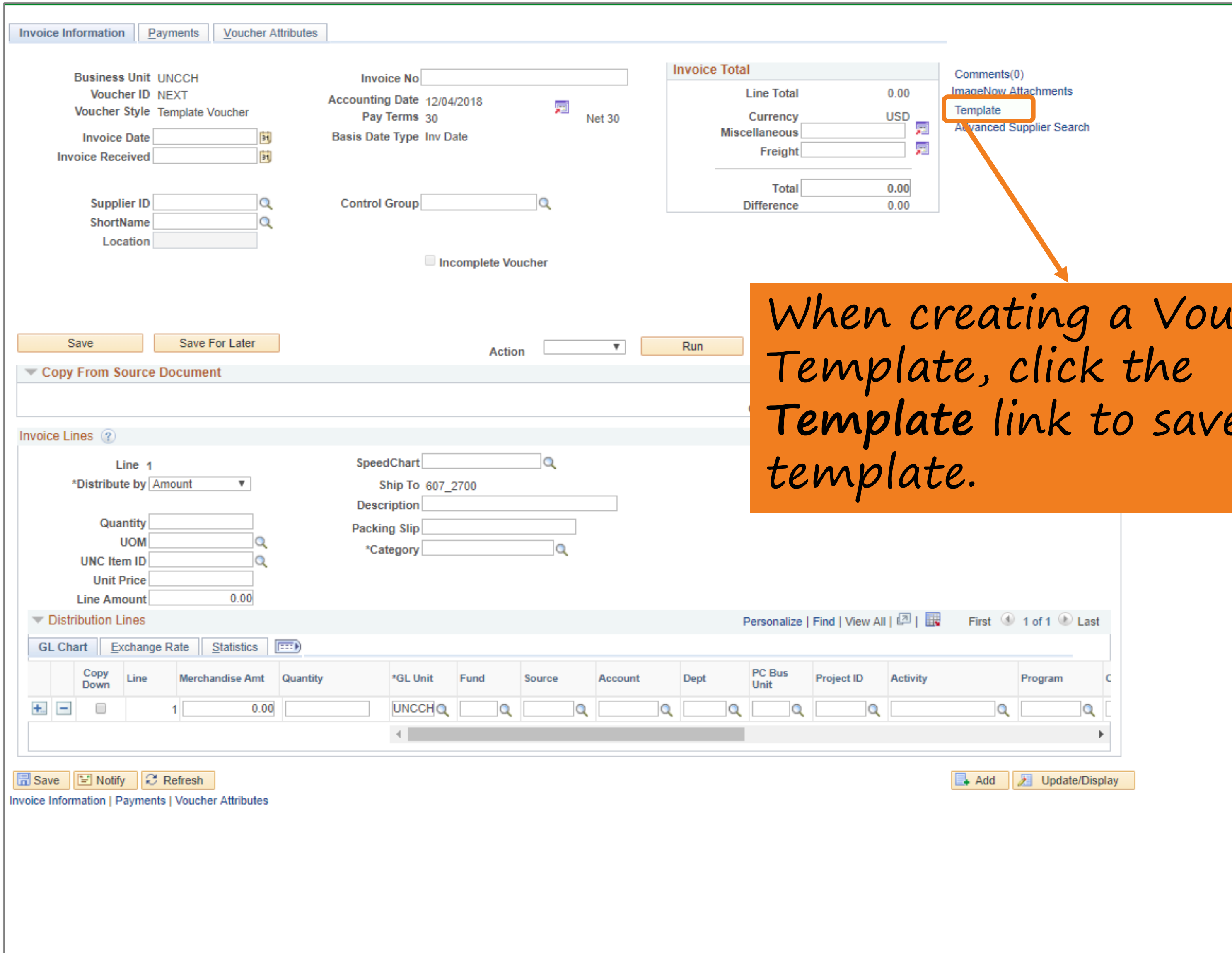
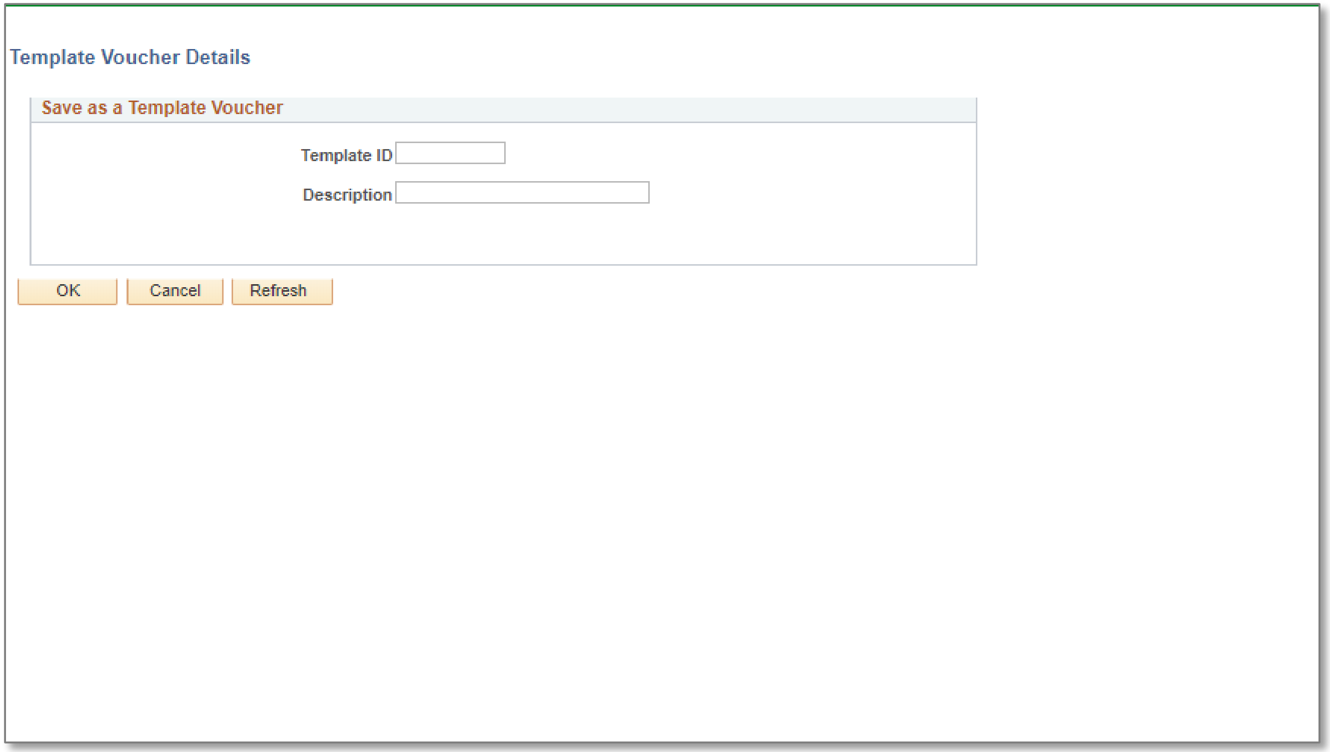
Upgraded



When creating a Voucher Template, click the **Template** link to save the template.

Upgraded


Template Voucher Details
Save as a Template Voucher
Template ID
Description
OK
Cancel
Refresh

Purchasing

Create Requisition

Welcome **Jackie Treschl**

Home | My Preferences | Requisition Settings | 0 Lines | Checkout

Request Options

Supplier Catalog

- Special Requests
- Recently Ordered

amazonbusiness

-

Lab and Scientific Supplies

- ARC3
- Agilent
- Airgas/National Welders
- Bio-Rad Life Science
- Fisher Scientific On Campus
- Genesee Scientific

Lab and Scientific Supplies

- Life Technologies
- Perkin Elmer
- Roche
- Sigma-Aldrich
- VWR

Office Supplies

- Staples Business Advantage
- Storr Office

Maintenance Supplies

- Applied Industrial Tech
- Fastenal
- Grainger
- Graybar
- MSC Industrial Supply
- Mayer Electric

Computer Hardware/Software

- Apple Computers
- CDW-G
- Dell
- ITS Software Acquisitions
- Lenovo-CCI

Shipping

- FedEx (For existing accounts)
- FedEx (New accounts)

Create Requisition

Welcome Jackie Treschl

Home | My Preferences | Requisition Settings | 0 Lines | Checkout

Request Options

Supplier Catalog

Special Requests

Recently Ordered

Recently Ordered lets you see your most recent orders.

amazonbus

b and Scientific Supplies

fe Technologies

erkin Elmer

oche

gma-Aldrich

VWR

Bio-Rad Life Science

Fisher Scientific On Campus

Genesee Scientific

Office Supplies

Staples Business Advantage

Storr Office

Maintenance Supplies

Applied Industrial Tech

Fastenal

Grainger

Graybar

MSC Industrial Supply

Mayer Electric

Computer Hardware/Software

Apple Computers

CDW-G

Dell

ITS Software Acquisitions

Lenovo-CCI

Shipping

FedEx (For existing accounts)

FedEx (New accounts)

Request Options

Recently Ordered

Special Requests

Recently Ordered

*Sort By Description

Search Results — Find — First — 1-5 of 5 — Last

Test Line1 — Most Recent Order Date 11/16/2018

Item ID		**Supplier**	FEDEX OFFICE
Supplier Item ID		**Supplier ID**	0000033293
Mfg Item ID		**Manufacturer**	
Price	1000.0000 USD	**Manufacturer ID**	
UOM	Each	**Lead Time**	

Quantity

Add to Favorites — Add to Template(s)

CanaKit Raspberry Pi 3 B+ (B Plus) Starter Kit (32 — Most Recent Order Date 11/06/2018

Item ID		**Supplier**	AMAZON.COM SERVICES II
Supplier Item ID	B07BCC8PK7	**Supplier ID**	0000106041
Mfg Item ID	99212	**Manufacturer**	
Price	79.9900 USD	**Manufacturer ID**	
UOM	Each	**Lead Time**	

Quantity 1

Add to Favorites — Add to Template(s)

Mathematica 10.2.0 - Windows (USB 8GB) — Most Recent Order Date 11/01/2018

Item ID		**Supplier**	ITS SOFTWARE ACQUISITI(
Supplier Item ID	414	**Supplier ID**	0000000023
Mfg Item ID		**Manufacturer**	
Price	7.0000 USD	**Manufacturer ID**	
UOM	Each	**Lead Time**	

Quantity 1

Add to Favorites — Add to Template(s)

Request Options

Recently Ordered

Special Requests

Recently Ordered

*Sort By: Description

Search Results — Find | First | 1-5 of 5 | Last

Test Line1 — Most Recent Order Date: 11/16/2018

Item ID			Supplier	FEDEX OFFICE
Supplier Item ID			Supplier ID	0000033293
Mfg Item ID			Manufacturer	
Price	1000.0000	USD	Manufacturer ID	
UOM	Each		Lead Time	

Quantity:

Add to Favorites | Add to Template(s)

CanaKit Raspberry Pi 3 B+ (B Plus) Starter Kit (32 — Most Recent Order Date: 11/06/2018

Item ID			Supplier	AMAZON.COM SERVICES I
Supplier Item ID	B07BCC8PK7		Supplier ID	0000106041
Mfg Item ID	99212		Manufacturer	
Price	79.9900	USD	Manufacturer ID	
UOM	Each		Lead Time	

Quantity: 1

Add to Favorites | Add to Template(s)

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Price	7.0000	USD	Manufacturer ID	
UOM	Each		Lead Time	

Quantity: 1

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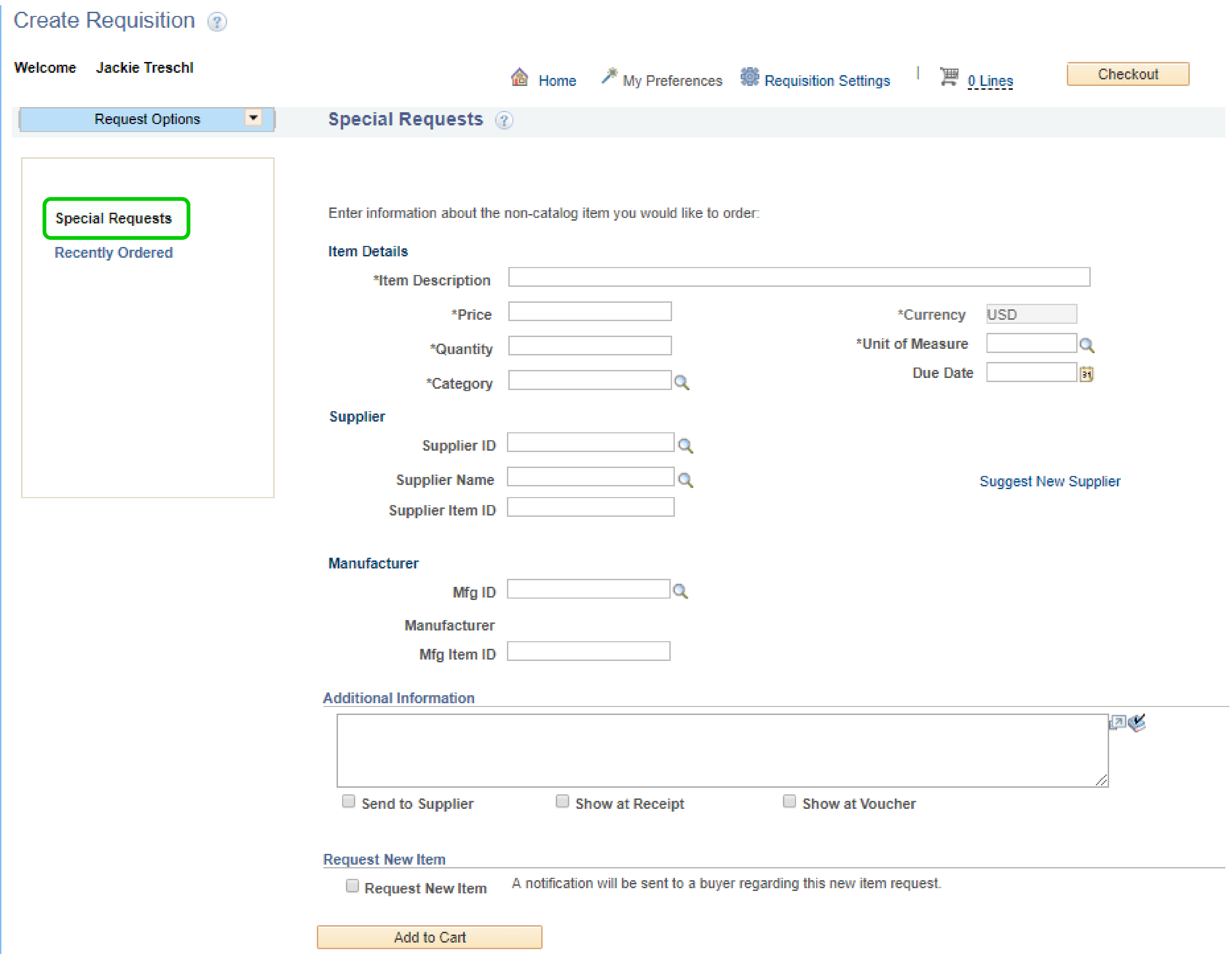
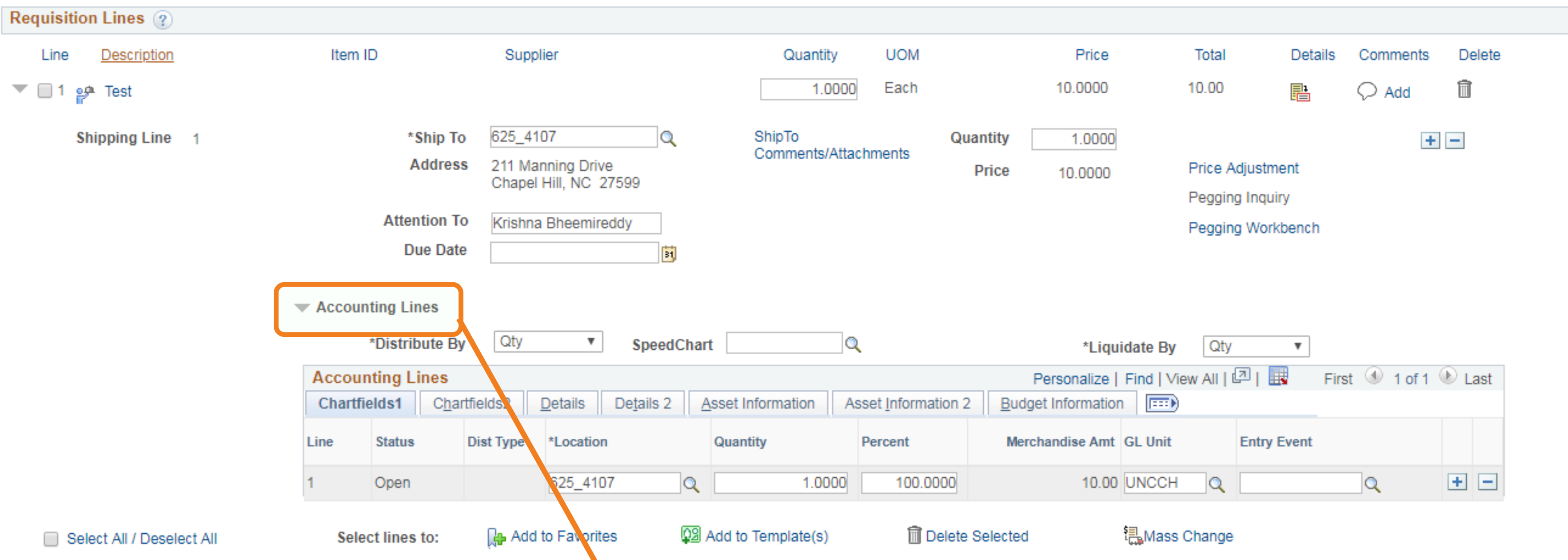

Create Requisition
Welcome Jackie Treschl
Home
My Preferences
Requisition Settings
0 Lines
Checkout
Request Options
Special Requests
Special Requests
Recently Ordered
Enter information about the non-catalog item you would like to order:
Item Details
*Item Description
*Price
*Currency
USD
*Quantity
*Unit of Measure
*Category
Due Date
Supplier
Supplier ID
Supplier Name
Suggest New Supplier
Supplier Item ID
Manufacturer
Mfg ID
Manufacturer
Mfg Item ID
Additional Information
Send to Supplier
Show at Receipt
Show at Voucher
Request New Item
Request New Item
A notification will be sent to a buyer regarding this new item request.
Add to Cart



Accounting Lines can be expanded or collapsed.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences | Requisition Settings | Attachments and Comments (0)

Requisition Summary

Business Unit: UNCCH — UNC at Chapel Hill

Requisition Name:

*Requester: jtreschl — Jackie Treschl

Priority: Medium

*Currency: USD

Cart Summary: Total Amount 16.47 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Sharpie Fine Point Permanent M		STAPLES BUSINESS ADVANTAGE	3.0000	Dozen	5.4900	16.47		Add	

Select All / Deselect All | Select lines to: | Add to Favorites | Add to Template(s) | Delete Selected | Mass Change

Total Amount 16.47 USD

Shipping Summary

Edit for All Lines

Ship To Location

Address

Attention To: Jackie Treschl

Comments

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier | Show at Receipt | Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Check Budget | Pre-Check Budget | Notify

Save & submit | Save for Later | Add More Items | Preview Approvals

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences | Requisition Settings | Attachments and Comments (0)

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Total Amount 16.47 USD

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Attention To: Jackie Treschl

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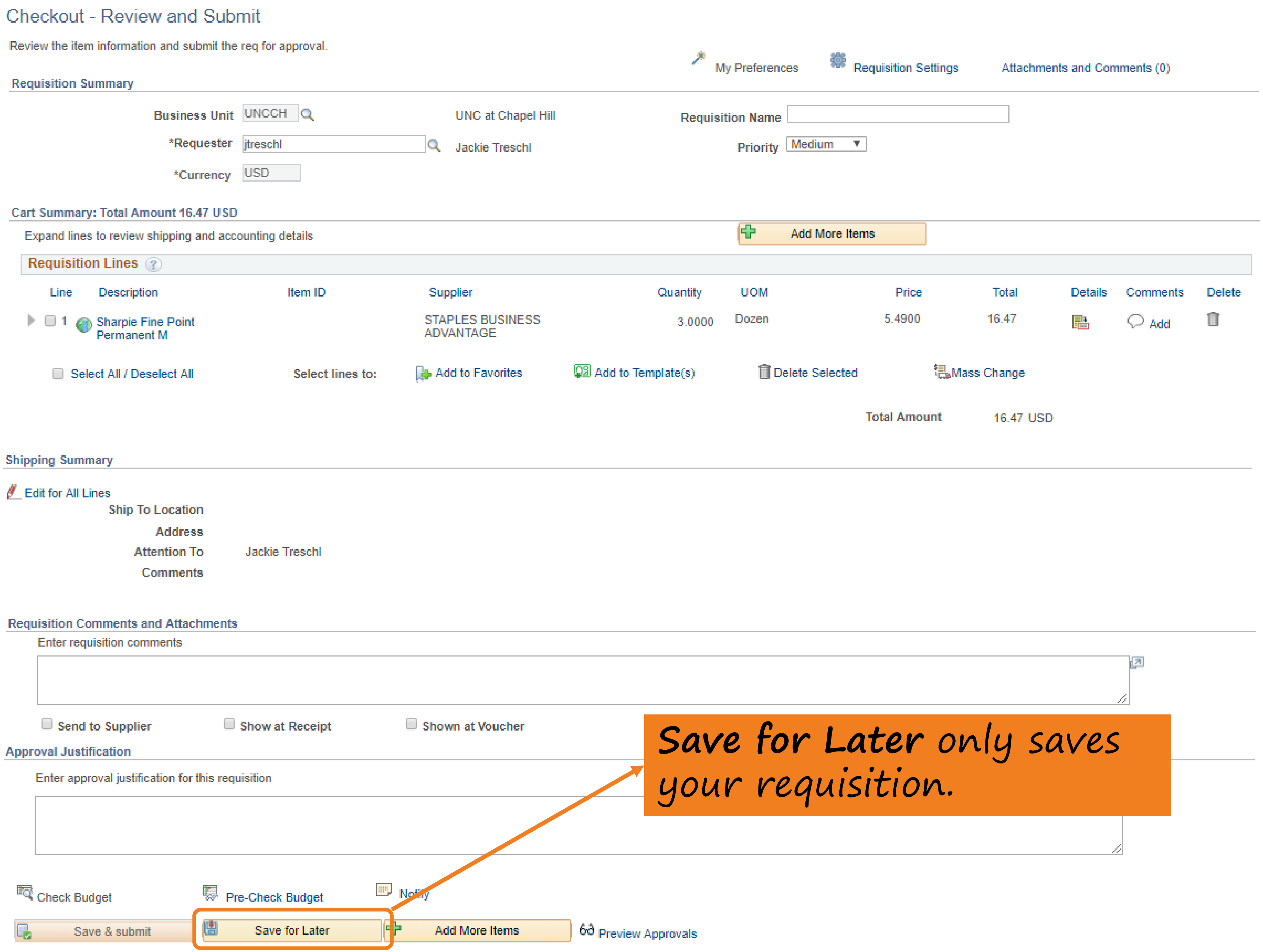
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Requisition Settings
Attachments and Comments (0)
Requisition Summary
Business Unit UNCCH UNC at Chapel Hill
Requisition Name
*Requester jtreschl Jackie Treschl
Priority Medium
*Currency USD
Cart Summary: Total Amount 16.47 USD
Expand lines to review shipping and accounting details
Add More Items
Requisition Lines
Line Description Item ID Supplier Quantity UOM Price Total Details Comments Delete
1 Sharpie Fine Point Permanent M STAPLES BUSINESS ADVANTAGE 3.0000 Dozen 5.4900 16.47 Add
Select All / Deselect All
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change
Total Amount 16.47 USD
Shipping Summary
Edit for All Lines
Ship To Location
Address
Attention To Jackie Treschl
Comments
Requisition Comments and Attachments
Enter requisition comments
Send to Supplier
Show at Receipt
Shown at Voucher
Approval Justification
Enter approval justification for this requisition
Check Budget
Pre-Check Budget
Notify
Save & submit
Save for Later
Add More Items
Preview Approvals
Save for Later only saves your requisition.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences | Requisition Settings | Attachments and Comments (0)

Requisition Summary

Business Unit UNCCH — UNC at Chapel Hill

Requisition Name

***Requester** jtreschl — Jackie Treschl

Priority Medium

***Currency** USD

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Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
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Select All / Deselect All

Select lines to: Add to Favorites | Add to Template(s) | Delete Selected | Mass Change

Total Amount 16.47 USD

Shipping Summary

Edit for All Lines

Ship To Location

Address

Attention To Jackie Treschl

Comments

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier | Show at Receipt | Shown at Voucher

Approval Justification

Enter approval justification for this requisition

> **Preview Approvals** allows you to see who needs to approve your requisition.

Check Budget | Pre-Check Budget | Notify

Save & submit | Save for Later | Add More Items | Preview Approvals

Requisition Settings

Business Unit: UNCCH — UNC at Chapel Hill

Requisition Name:

*Requester: jtreschl — Jackie Treschl

Priority: Medium

*Currency: USD

Default Options

- Default — If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
- Override — If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Supplier:

Category:

Supplier Location:

Unit of Measure:

Buyer:

Shipping Defaults

Ship To:

Due Date:

Attention:

Distribution Defaults

SpeedChart:

Accounting Defaults

Personalize | Find | | First 1 of 1 Last

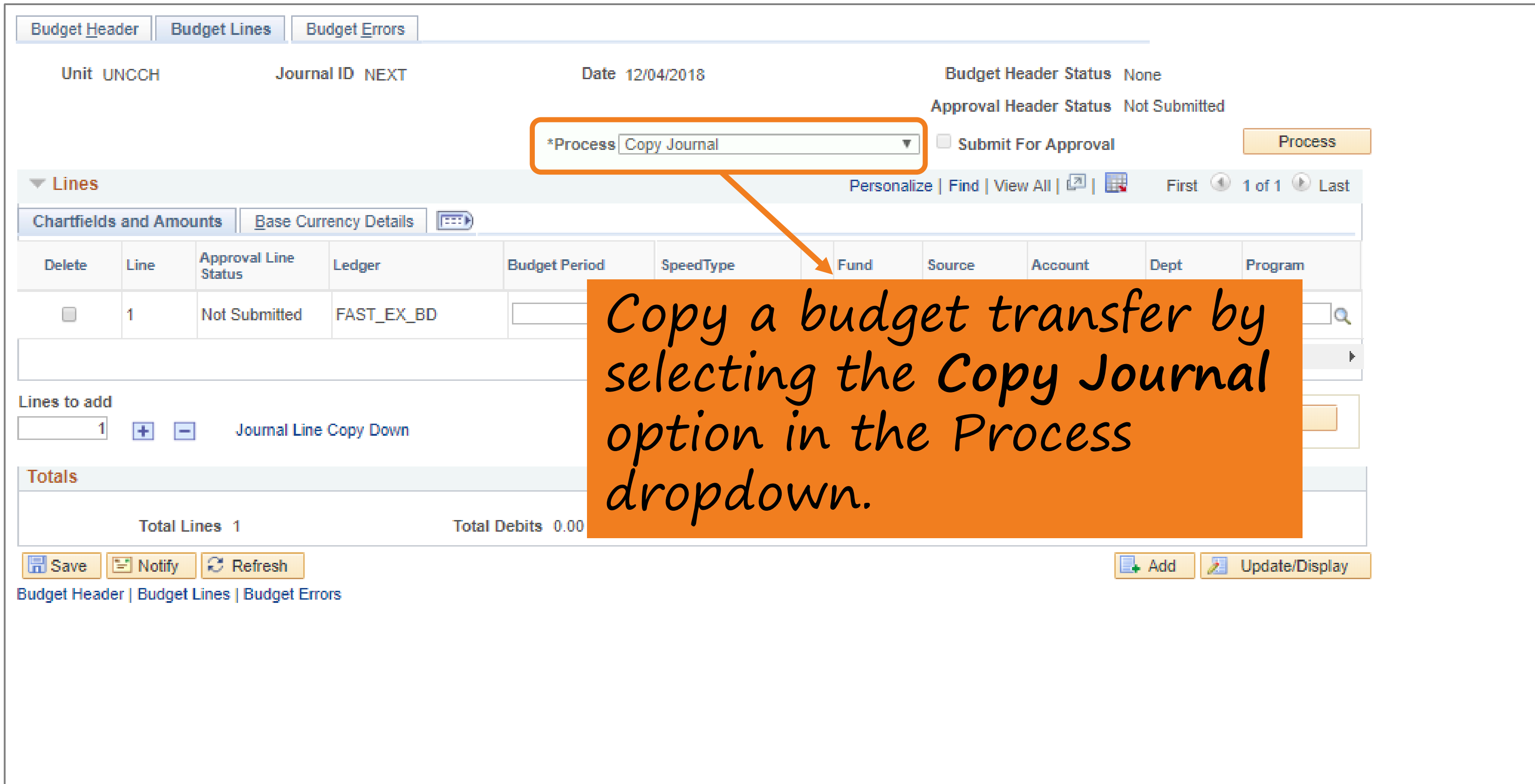
Chartfields1 | Details | Asset Information

Dist	Percent	Location	GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity
1		607_2200	UNCCH				621100			

OK Cancel

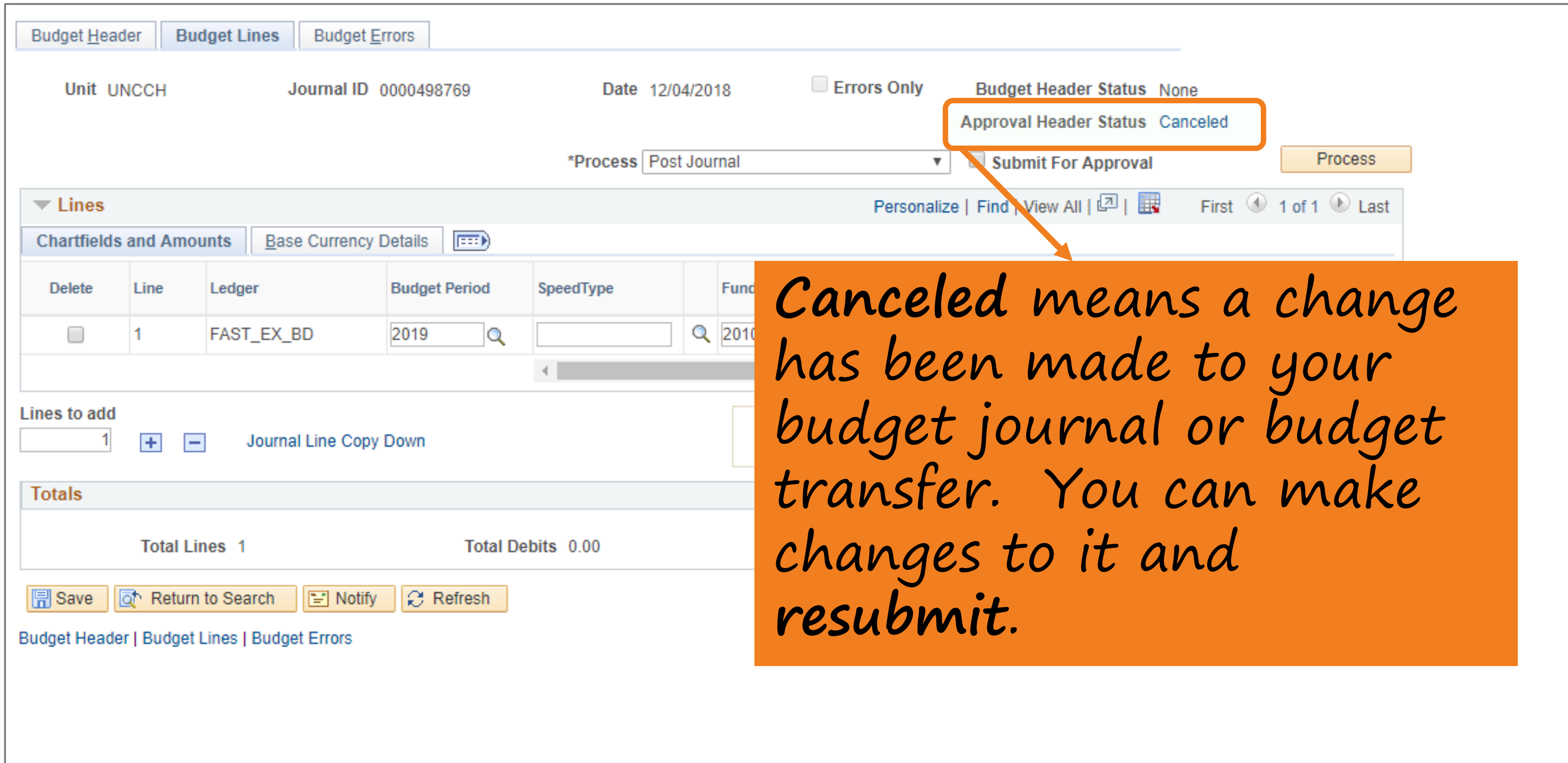
New in Budgets

New Feature



Copy a budget transfer by selecting the **Copy Journal** option in the Process dropdown.

New Feature



Canceled means a change has been made to your budget journal or budget transfer. You can make changes to it and **resubmit.**

New Feature

Budget Header | Budget Lines | Budget Errors

Unit UNCCH   Journal ID 0000240101   Date 08/05/2016   Errors Only

Budget Header Status Error

*Process Copy Journal   Process

Lines   Personalize | Find | View All | First 1-48 of 48 Last

Chartfields and Amounts | Base Currency Details

Line	Ledger	Budget Period	SpeedType	Fund	Source	Accou					
1	F&A_BUD	2017		27100	14101	5001					
2	F&A_BUD	2017		27100	14101	5001					
3	F&A_BUD	2017		27100	14101	5001					
4	F&A_BUD	2017		27100	14101	5001					
5	F&A_BUD	2017		27100	14101	5001					
6	F&A_BUD	2017		27100	14101	5001					
7	F&A_BUD	2017		27100	14101	500100	213010	FA007	Set Options	USD	-51,537
8	F&A_BUD	2017		27100	14101	500100	213010	TUS01	Set Options	USD	-99,735
9	F&A_BUD	2017		27100	14101	500100	213200		Set Options	USD	36,849.
10	F&A_BUD	2017		27100	14101	500100	213200	10000	Set Options	USD	-118,90
11	F&A_BUD	2017		27100	14101	500100	213320		Set Options	USD	58.75
12	F&A_BUD	2017		27100	14101	500100	213320	10000	Set Options	USD	734.11
13	F&A_BUD	2017		27100	14101	500100	213400		Set Options	USD	75.54
14	F&A_BUD	2017		27100	14101	500100	213400	10000	Set Options	USD	-199,79
15	F&A_BUD	2017		27100	14101	500100	213400	FASA1	Set Options	USD	-150,00
16	F&A_BUD	2017		27100	14101	500100	213420		Set Options	USD	28,263.
17	F&A_BUD	2017		27100	14101	500100	213420	10000	Set Options	USD	[illegible]

Check the **budget header status** to see if budget journal or budget transfer failed budget checking.

New Feature

Encumbrance	0.00
Pre-Encumbrance	0.00
Budget Balance	90,512.10
Associate Revenue	0.00
Available Budget	90,512.10

Budget Overview Results

Personalize | Find | View All | | First 1-4 of 4 Last

	Ledger Group	Fund	Fund Description	Source	Source Description	Account	Account Description	Dept	Dept Description	Progra
1	FAST	21101	Health Affairs - Reg Term Inst	13001	HA-Appropriation/Central Rcts	511100	EHRA Non Teach Budget	423501	Genetics	
2	FAST	21101	Health Affairs - Reg Term Inst					23501	Genetics	MC204
3	FAST	21101	Health Affairs - Reg Term Inst					23501	Genetics	MC207
4	FAST	21101	Health Affairs - Reg Term Inst	13001	HA-Appropriation/Central Rcts	511100	Budget	423501	Genetics	MC216

Return to Criteria *Notes

Chartfield descriptions show in Budget Overview. You can hide them using the **Personalize** link.

ConnectCAROLINA InfoPorte

New Feature

Approvers:

Comments are now required if you **deny** a budget journal or budget transfer.

Helpful Tips

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- **On the Manage Requisitions page**
  - Currently: when you use the clear button, the system clears all fields.
  - Upgraded: when you use the clear button, the dates within the last 90 days remain in the fields.

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  - You can access PAAT, ePARs, and Commitment Accounting related reports from the WorkCenter.
- **On Purchase Requisitions Mass Change link**
  - Be sure the business unit is selected before you make any other changes.

Frequently Asked Questions

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Question: Will my Favorites transfer when new updates become effective?

Answer: Yes, any favorites you have stored will be available.

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Answer: Yes, any favorites you have stored will be available.

Question: Do we have to go to the Finance WorkCenter to start or can we use breadcrumbs or favorites?

Answer: You can use breadcrumbs or favorites, but we tried to compile the most commonly used pages into the WorkCenter.

Frequently Asked Questions

Question: Will vendors be called suppliers in all areas of CC?
Answer: Yes (and no). All pages will have the label changes to suppliers. However, there are some places that won't change such as query names and attachment labels.

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Answer: Yes (and no). All pages will have the label changes to suppliers. However, there are some places that won't change such as query names and attachment labels.

Question: What is "Other WorkCenters" used for?

Answer: The Other Work Centers link is for Central Offices and is based on the security you have in the system. If you don't have access to the pages, you won't see anything when you click the Other WorkCenters link.

Frequently Asked Questions

Question: When does the outage begin for the upgrade?

Answer: The ConnectCarolina **Finance** and **HR/Payroll** components will be down beginning at **NOON** on Friday, Dec. 7 so that we can begin the Finance software upgrade. The **Student Administration** pages in ConnectCarolina will be unavailable starting at **10:00 p.m. on Saturday, December 8 until 8:00 a.m. on Sunday December 9**.

What Questions Do You Have?

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