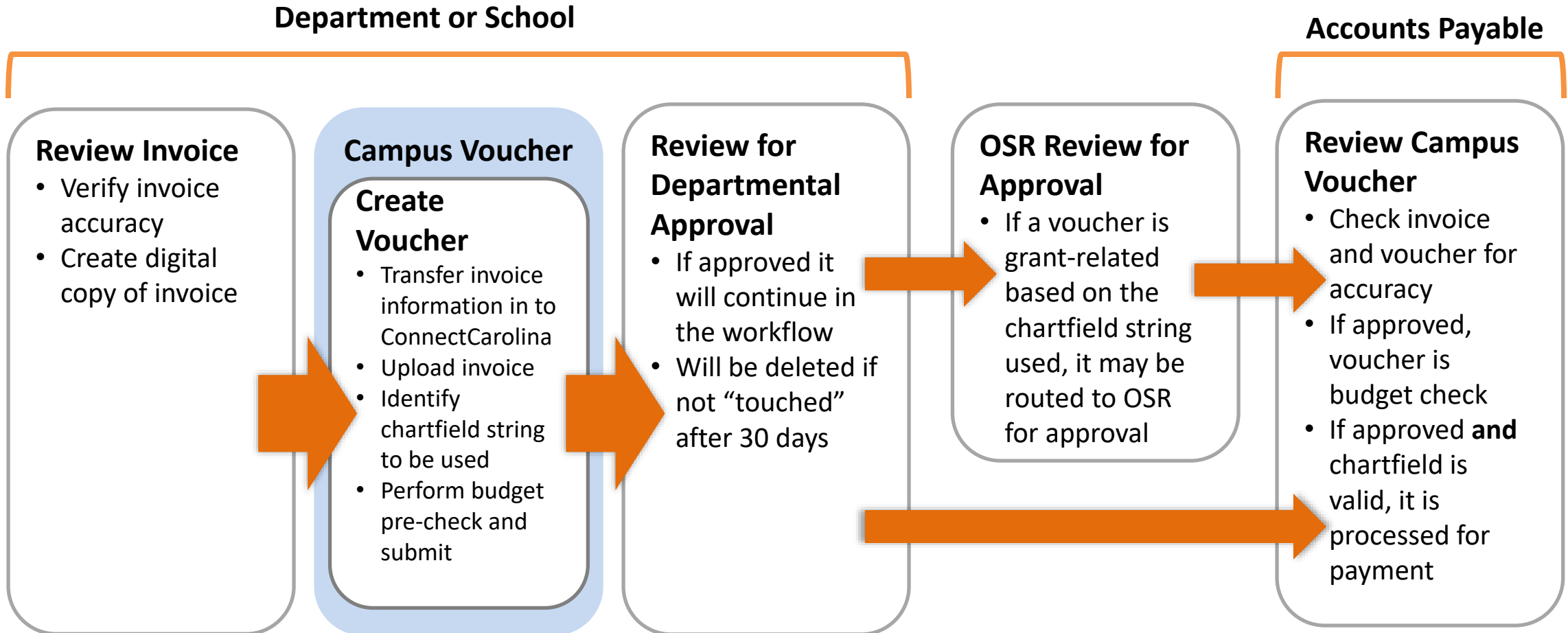# Creating Campus Vouchers

As of May 20, 2019

Connect CAROLINA

- Explain what Campus Vouchers are and when to use one
- Create a Campus Voucher
- Split the cost of lines on a voucher
- Create a credit on a voucher
- Delete a Campus Voucher
- Find your vouchers in the system
- Related policy information
- Resources that can help

Process to Create a Campus Voucher

Department or School

Accounts Payable

Review Invoice
- Verify invoice accuracy
- Create digital copy of invoice

Campus Voucher

Create Voucher
- Transfer invoice information in to ConnectCarolina
- Upload invoice
- Identify chartfield string to be used
- Perform budget pre-check and submit

Review for Departmental Approval
- If approved it will continue in the workflow
- Will be deleted if not "touched" after 30 days

OSR Review for Approval
- If a voucher is grant-related based on the chartfield string used, it may be routed to OSR for approval

Review Campus Voucher
- Check invoice and voucher for accuracy
- If approved, voucher is budget check
- If approved **and** chartfield is valid, it is processed for payment

Business Unit	Fund	Source	Account	Department
Legal Entity	Purpose of the transaction	Where the money is coming from within the Fund group	What is the money is being used for; classification	Who is spending the money
UNCCH (University of North Carolina at Chapel Hill)	**20101** (Academic Affairs-Regular Term Instruction)	**12001** (AA-Appropriation/ Central Receipts)	**537210** (Supplies-Education/Research)	**318300** (Chemistry)

✓What Campus Vouchers are and When to Use Them

✓Creating a Campus Voucher

✓Splitting the Cost of Lines on a Voucher

✓Creating a Credit on a Voucher

✓Deleting Campus Vouchers

✓Finding Your Vouchers in the System

✓Related Policy Information