ConnectCarolina: Frequently Used Links

Note: In most pages, there will be a tab called “Find an Existing Value” and “Add a New Value.” Therefore, the links on this page will generally allow you to both review past transactions as well as add new transactions.

**Campus Vouchers**

1. Create a campus voucher; review an existing voucher
   Admin WorkCenter > Finance WorkCenter > Accounts Payable > Campus Voucher Entry

2. Run a voucher inquiry
   Admin WorkCenter > Finance WorkCenter > Accounts Payable > Voucher Inquiry

**Journal Entries**

1. Enter a general journal entry
   Admin WorkCenter > Finance WorkCenter > General Ledger > Campus Journal Entry

2. Search and review a journal entry.
   Admin WorkCenter > Finance WorkCenter > General Ledger > Campus Journal Validation

**Suppliers and Independent Contractors**

1. Review to see if a supplier exists in the payment system
   Admin WorkCenter > Finance WorkCenter > Accounts Payable > Supplier Inquiry

2. Request a new supplier profile or request a change to a supplier profile
   Admin WorkCenter > Finance WorkCenter > Accounts Payable > Campus Supplier

3. Request a new independent contractor (IC)
   Admin WorkCenter > Finance WorkCenter > Accounts Payable > Independent Contractor

**University Deposits**

1. Create a deposit (both cash or electronic/credit)
   Admin WorkCenter > Finance WorkCenter > AR/Billing > Regular Deposit

**Managing Budgets**

1. Enter a budget journal or budget transfer; review an existing budget journal or budget transfer
   Admin WorkCenter > Finance WorkCenter > Budgeting > Enter Budget Journals

2. Run a budget overview inquiry
   Admin WorkCenter > Finance WorkCenter > Budgeting > Budgets Overview

**Purchase Requisitions and Receiving**

1. Create a purchase requisition
   Admin WorkCenter > Admin WorkCenter Links > BuyCarolina

2. Manage an existing purchase requisition (copy, edit, cancel)
Admin WorkCenter > Finance WorkCenter > BuyCarolina/Purchase Order > Manage Requisitions

3. Record receipts of goods/services; review receipts that you created or are listed as the requestor of record
   Admin WorkCenter > Finance WorkCenter > BuyCarolina/Purchase Order > Receive Items

4. Record receipts of goods/services for others
   Admin WorkCenter > Finance WorkCenter > BuyCarolina/Purchase Order > Manage Requisitions

5. Update requester preferences
   Admin WorkCenter > Finance WorkCenter > BuyCarolina/Purchase Order > Requestor Setup

**Funding Swaps and Lump Sum Payments**
For both funding swaps and lump sum payments:
1. HR WorkCenter > ePAR Home Page > Start a new ePAR
   a. Funding Swap or
   b. Lump Sum Payment

**Payroll Accounting Adjustment Tool (PAAT)**
1. HR WorkCenter > Funding Sources > Enter PAAT Transaction