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