Tips & Time Saving Strategies

$ When the project is out of funds, you may receive a system error “budget out of bounds” which will not allow submission of the order. Consult with PI on alternative options.

For quicker chartfield entry, use the default chartfield

Set up the default chartfield and shipping address in ConnectCarolina, click compass (far top right) to begin

Finance Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup

Most Used Account Code: 537210 Research Supplies

Pre-check budget before clicking “save and submit”

Submit for approval: For commonly used household items, the comments section should include how the item furthers the research aims/project

Not required for gas, chemicals, glassware

CONSOLIDATE!! It is faster and easier for everyone if labs combine small, individual orders from different lab members into one large order. Particularly if purchasing from the same vendor.

Contacts for Further Help

⇒ Access: Request via RASR, option: BuyCarolina Access Request
⇒ Order Status: Vendor Search: https://finance.unc.edu/services/buycarolina/
⇒ Technical/Navigation: Business Systems Help Desk help.unc.edu ConnectCarolina>CC Finance Applications or 919-962-HELP (option 2)
⇒ Others: chemadmin@unc.edu

⇒ Department Use (approval/procedure/chartfield):
  ♦ Kathy Allen, ktallen@unc.edu 919-962-4285
  ♦ D’Angelo Best, ddbest@email.unc.edu 919-537-3367
  ♦ John Gorman, jgorman@email.unc.edu 919-966-1566
  ♦ Karen Holmes, klholmes@email.unc.edu, 919-962-1189

Resource Materials: https://finance.unc.edu/services/buycarolina/