General Navigation in ConnectCarolina

- Tired of tabbing over the lookup icon, or having the chartfield autocomplete? You can change your personalizations in ConnectCarolina by navigating to Main Menu > Finance Menu > My Personalizations. Click on Personalize Navigation Personalizations to see your options. Click the Explain icon to better understand what the override will accomplish.

- In addition to personalizing at a higher level, you can personalize your view in a particular finance function. For example, on the voucher entry screen click Personalize on the Distribution Lines table. A new window will appear. Adjust the order, or hide and freeze information as you see fit.
To change your default shipping and chartfield information for ePro orders and Purchase Req’s:

- Enter your ONYEN in the Requestor field. Click Search. This will bring you to the page where you can edit your default information.

For Business Managers to add/remove people from departmental workflow approval routes:

- Navigate to Departmental Workflow Configuration (Main Menu > Finance Menu > UNC Campus > Departmental Workflow Config). Enter in your Business Unit and Department. Click Search.
- Add/delete people from certain approval routes using the + and – buttons.