

June 18, 2025

UCSB Financial Management Modernization

Go-Live Readiness Town Hall

Agenda

- Opening Remarks
- Departmental Readiness
 - Fiscal Close
 - System Access
 - Training
- Getting Support
- Break
- Go-Live Guidance: First 30 Days
- Next Steps
- Q&A

Opening Remarks

Chuck Haines

Departmental Readiness

Fiscal Close & Cutover

Jim Corkill

Remaining Fiscal Close Deadlines

Gateway

- **June 18:** Cutoff for high dollar value requisitions/PO's (\$10,000 or more)
- **June 20:** Last day for vendor blanket modification requests
- **June 23:** Cutoff for low dollar value requisitions and PO's (less than \$10,000)

Concur

- **June 23:** Approve all open expense reports

Remaining Fiscal Close Deadlines (con.)

FlexCard

- **June 26:** Allocate and approve all transactions for FY2025

Transfers of Expense (TOE)

- **June 27:** Approve all timely, non-payroll transfers (less than 120 days) moving costs to federal or fed. flow-through funds
- **June 30 by 4pm:** Approve all timely, non-payroll transfers (less than 120 days) moving costs to NON-federal or fed. flow-through funds

System Downtime Periods

UCPath Funding Entry Freeze & GL Transaction Freeze: June 18 until July 7

Concur: June 23 at 5pm until July 16 (reactivation time TBD)

BCD Travel: June 23 at 8:30am until July 16 at 8:30am

EnergyCap: June 23 through July 9

GradPoint Financial Portal: June 25-30

Cashnet: June 30

Gateway: June 30 through July 15

BARC: July 1-6

Staying Informed: Cutover Calendar

University of California, Santa Barbara

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financemanagement.ucsb.edu/prepare

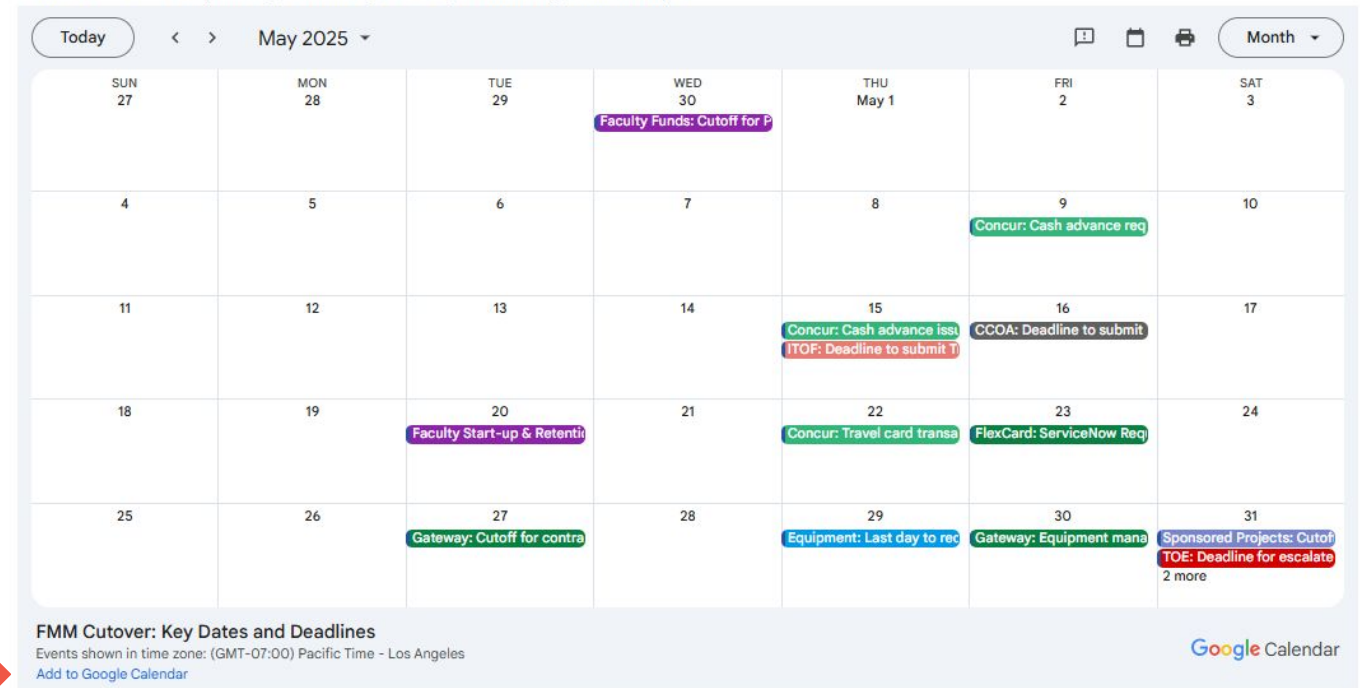
About People For Departments Resources News Contact



- Key information and tools for departments (i.e. training, checklists) will be provided here
- Check back regularly for most up-to-date information

All deadlines refer to end of business (5pm PST) on the indicated date unless otherwise stated.

**Note: These dates may be subject to change as we get closer to go-live on July 1*



System Access

Sandra Featherson

Guidance for Provisioning Access to Users

- Prioritize required training
- Access required for new employees between 6/2 and 6/30, should be provisioned by RSAs after July 1 via ServiceNow

Contact your department Business Officer for more information on RSA assignments

How To Check Training Completion Status

- Required training will be assigned in the [UC Learning Center](#)
 - **Training required for: Gateway, RSAs, Research Financial Analysts, and Project Analysts on Faculty Funds**
 - Employees can log in and go to “Required Training” to check their status
- Supervisors can also see training completion status for their employees in the Learning Center by clicking on the “Manager Dashboard.”

Training

Sandra Featherson

Training Required for Access

Role Security Administrator (RSA)

- [Role Security Administrator Training](#) (25 min.)
- [IS-3 Electronic Information Security](#) (25 min.)



Training Required for Access Research Financial Analyst (RFA)

*LIVE training

- [OFC Overview & Basic Navigation](#) (10 min.)
- [Intro to Managing Sponsored & Faculty Projects in OFC](#) (1 hr. 15 min.)
- Sponsored Awards:
 - [Post Award Roles & Responsibilities](#) (1 hr.)
 - Award Setup & Maintenance in PGM
 - [Part 1](#) (2 hrs.)
 - [Part 2](#) (1 hr. 45 min.)
 - [Part 3](#) (1 hr. 50 min.)
 - [Post Award Forms & Communication](#) (1 hr. 15 min.)
- [Gateway Approver Roles](#) (15 min.)



- Sponsored Awards:
 - [Subawards & MCAs](#)* (3 hrs.)
 - [Deliverables, Billing, and Cash](#)* (2 hrs.)
 - [Costing & Financial Management](#) (2 hrs)
 - Award & Project Closeout and Final Reporting* (coming soon)
 - Managing Cost Share* (coming soon)
- [Sponsored Awards: Portfolio Overview](#) (1 hr. 45 min.)
- [Fabrications](#)* (2 hrs.)
- [EPM - Project Forecasting](#)* (1 hr. 30 min.)
- Cost Transfers (coming soon)



Training Required for Access Project Analyst on Faculty Funds

*LIVE training

- [OFC Overview & Basic Navigation](#) (10 min.)
- [Intro to Managing Sponsored and Faculty Projects in OFC](#) (1 hr. 15 min.)
- Faculty Funds Business Process Awareness
 - [Part I](#) (45 min.)
 - [Part II](#) (45 min.)
- [Gateway Approver Roles](#) (15 min.)



- [Fabrications](#)* (2 hrs.)
- [EPM - Project Forecasting](#)* (1 hr. 30 min.)
- Cost Transfers (coming soon)



Training Required for Gateway Access

Deadline for Faculty Funds Project Analysts: **June 30**

Deadline for all other campus users: **July 8**

- [Requester & Department Analyst Roles](#) (30 min.)
- [Approver Roles](#) (15 min.)
 - FRU Approver
 - Project Analyst
 - Department Invoice Approver
- [Allocator](#) (15 min.)
- [Receiver](#) (10 min.)

Training Available After Go-Live

- Financial Journals
- Cost Transfers
- FinHub
- E-Learnings
- Additional training for PGM Sponsored Awards
 - Award & Project Closeout and Final Reporting
 - Managing Cost Share

Training Schedule

UC SANTA BARBARA

Office of Financial Training

Finance & Resource Management

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INFORMATION

- [Learning Pathways](#)
- [Training Dates by Month](#)
- [Training Dates by Topic](#)
- [E-Learnings - in the UC Learning Center](#)
- [Frequently Asked Questions](#)
- [Subscribe to our Email List](#) 

Learning Pathways

UC **SANTA BARBARA**
Office of Financial Training
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Home Training Schedule Training Resources **Learning Pathways** Financial Systems and Processes About Us

LEARNING PATHWAYS - ROLES

- Business Officer - *Coming Soon*
- Financial Coordinator/Manager - *Coming Soon*
- [Project Analyst on Faculty Funds](#)
- [Research Financial Analyst](#)
- [Role Security Administrator](#)

LEARNING PATHWAYS - SYSTEMS

- [Concur](#)
- [Gateway - Requisitions](#)
- [Gateway - Invoices](#)
- [Recharge Centers](#)



Learning Pathways

UC SANTA BARBARA

Office of Financial Training

Finance & Resource Management

Learning Pathways Persona/Duties Matrix Role Security Administrator (RSA)

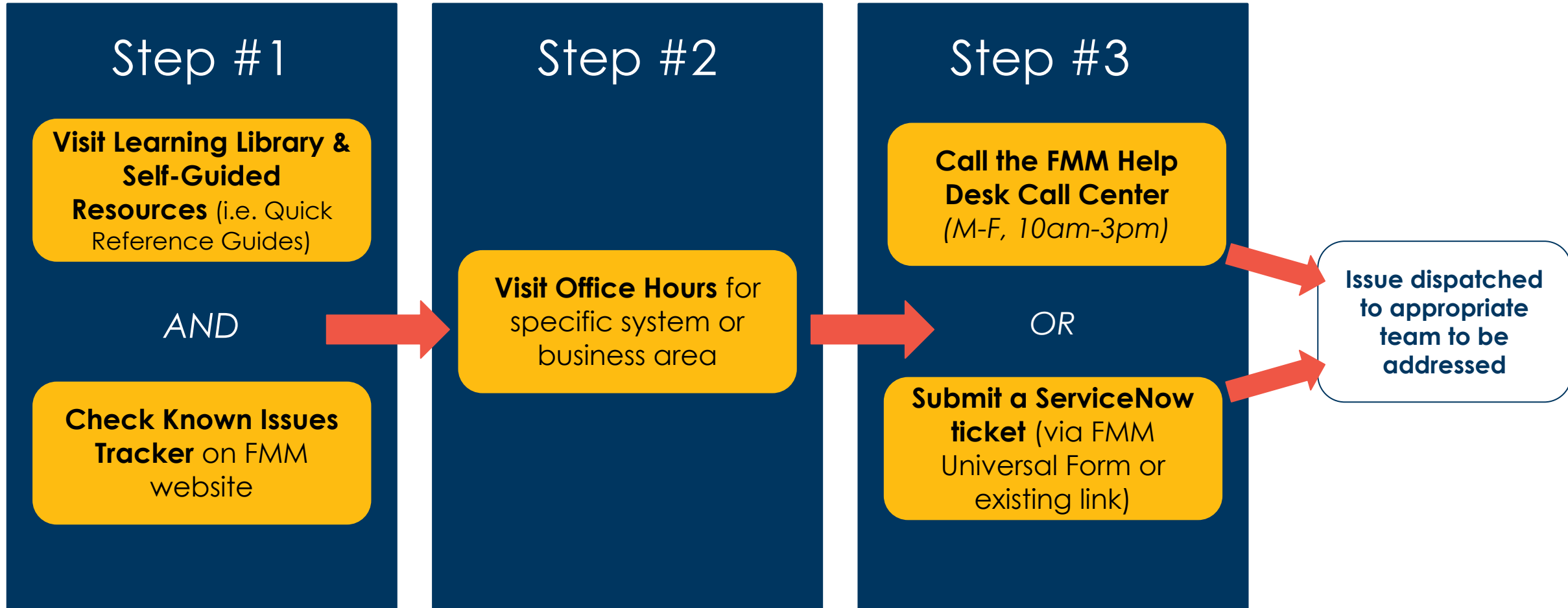
Business Use: Role Security Administrators are responsible for submitting access requests for various campus systems as well as modules in Oracle Financials Cloud (OFC).

Job Function	Control Point	Business Officer / Supervisor / Manager	Role Security Administrator
Summary	<ul style="list-style-type: none">Designate the Role Security AdministratorReview and Approve Access Requests Submitted by Departments	<ul style="list-style-type: none">Evaluate the Business Needs of the DepartmentAssign job function responsibilitiesDetermine appropriate access for staffWork with the RSA and Control Points to assign Personas to employees	<ul style="list-style-type: none">Assist Business Officer / Supervisor / Manager with identifying appropriate Personas for employeesSubmit Role Requests using ServiceNowCoordinate annual certificationsRequest removal of permissions upon employee departure
Job Knowledge	<ul style="list-style-type: none">Campus SystemsInternal ControlsJob Roles and Responsibilities	<ul style="list-style-type: none">Campus SystemsInternal ControlsJob Roles and ResponsibilitiesPersonas and Corresponding Access	<ul style="list-style-type: none">Internal ControlsJob Roles and ResponsibilitiesPersonas and Corresponding Access
Required Training* (view schedule)			<ul style="list-style-type: none">Role Security Administrator Training (Instructor-Led)IS-3 Electronic Information Security (eLearning)How to Use the ServiceNow Catalog

Getting Support

Matt Erickson & Panelists

Overview: Getting Support



Self-Guided Resources

[Office of Financial Training - financialtraining.ucsb.edu](https://financialtraining.ucsb.edu)

Financial System and Processes Resources

- [Common Chart of Accounts](#)
- [University Purchasing and Gateway](#)
- [Projects and Grants Management](#)
- [University Travel and Concur](#)



Self-Guided Resources

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Office of Financial Training

Finance & Resource Management

Home

Training Schedule

Training Resources

Learning Pathways

Financial Systems and Processes

About Us

Common Chart of Accounts

Entertainment and Catering

University Travel and Concur

Projects and Grants Management (PGM)

University Purchasing and Gateway

Common Chart of Accounts

FMM - TRAINING AND OFFICE HOURS

Training Schedule

- [Understanding the Common Chart of Accounts \(E-learning\)](#)

Office Hours - June

- Monday, June 16th from 11 am - 12 noon ([Zoom Link](#))
- Monday, June 23rd from 11 am - 12 noon ([Zoom Link](#))

Office Hours - July thru September

- Tuesdays, 11 am - 12 noon ([Zoom Link](#))

GUIDES AND RESOURCES

- [CCOA Segment Design and Definitions](#)
- [FRU Organizational Hierarchy Diagram](#)
- [Purpose Code](#)
- [Award and Purpose Code Combinations](#)
- [GMC Chartstring Look-up Tool \(Instructions - Video 1 min 37 sec\)](#)
- [GMC Chartstring Look-Up Tool](#)
- [Template - Legacy Chart to CCOA Chartstring \(Google Sheet\)](#)
- [CCOA Request Form \(Instructions\)](#)
- [CCOA Request Form](#)
- [CCOA Explorer Tool](#) (link to Power BI Login Page)
 - [Requesting Access to Power BI](#) (video)
 - [Navigating Power BI](#) (video)

Office Hours

Full schedule and topics announced at go-live on **financemanagement.ucsb.edu/support**



Procurement

- **Post-go-live (7/16-8/8)**
 - Daily office hour from 9-10am with breakout rooms by topic
- Standard procurement office hours schedule will also continue for [Gateway](#), [FlexCard](#), & [Equipment Management](#)

CCOA

- **July-September**
 - Tuesdays from 11am-12pm

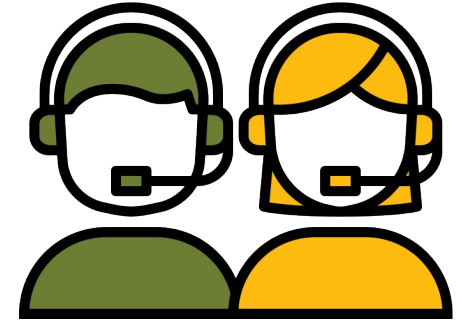
RSAs

- **July**
 - Thursday 7/10, 11am-12pm
 - Thursday 7/23, 11am-12pm

Projects & Grants

- Schedule to be published by July 1

How Do I Get Help?



Call the FMM Help Desk *(Available beginning July 1)*

- 805-893-5400
- Monday - Friday, 10am - 3pm
- Dedicated team of experts; first point of contact to resolve or escalate issues for any financial service or business area

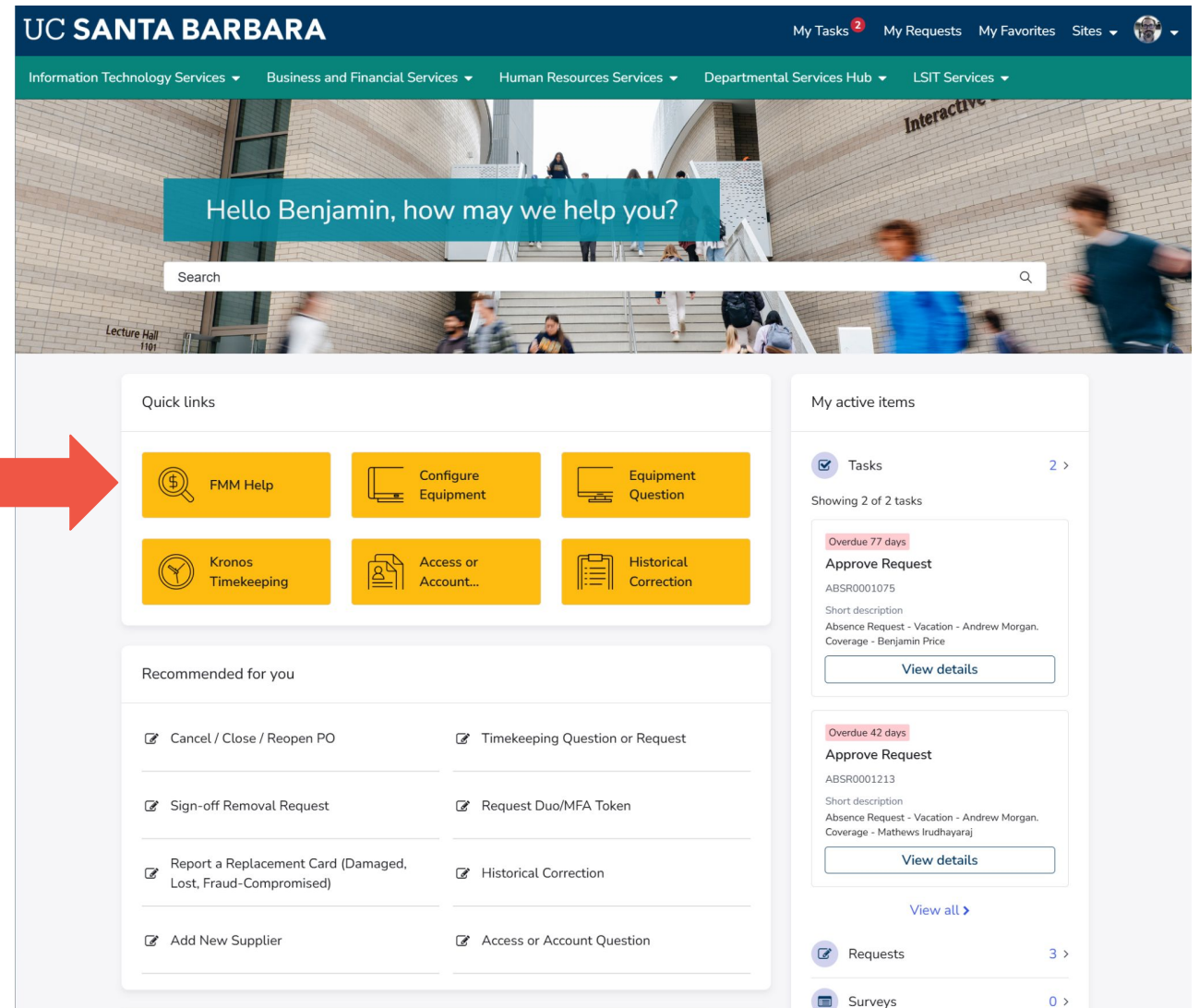
Submit a FMM Help Desk Ticket *(Available beginning July 1)*

financemanagement.ucsb.edu/request-help

Ticketing System: New ServiceNow Portal

financemanagement.ucsb.edu/request-help

“FMM Help” links to universal request form for all FMM-related tickets



FMM Universal Request Form in ServiceNow

Submit a ticket for the appropriate service or business area and related subcategories

- Accounts Receivable
- Budget & Planning
- Common Chart of Accounts
- General Accounting
- Procurement Services (Gateway)
- Projects & Grants
- Reporting & Analytics
- Security & Controls
- Travel & Expense (Concur)

FMM Help

Request help with FMM

Please use this to submit a ticket for any new request or issue for all areas of the FMM project: Oracle Financial Cloud, Gateway/Jaggaer, Budget and Planning, Common Chart of Accounts (CCOA), Projects and Grants, Roles and Permissions, Reporting and Analytics.

All submitted tickets will be sent to FMM Help Desk for immediate evaluation, triage or escalated assignment to Service / Business Area SME.

* Indicates required

Requested for Information

*Are you submitting this ticket on behalf of someone else?

If this case is being submitted on behalf of another, select the user in the Requested For field. For any user not found in the drop-down list, submit the case for yourself and add the user's email to the Watch List on the resulting ticket.

No

*Service / Business Area

Common Chart

*Subcategory

-- None --

Budget and Planning

Common Chart of Accounts (CCOA)

*Short Description

Invoicing

Procurement

-- None --

Project Mapping Issue

Request Value Request

Anything else we can help you with?

☐ Issue contains sensitive or confidential information

Save as Draft

Submit

Required information

Subcategory

Short Description

FMM Support: More Information

Existing ServiceNow support links (i.e. Procurement, Travel) may be used

Preference is to use FMM Universal Form to submit all tickets for enhanced issue tracking & reporting

- Tickets triaged by FMM Help Desk and dispatched accordingly
- The Universal Form also feeds into existing ServiceNow teams



Whatfix: In-Application Support on OFC & Concur

Guidance, tips, & access to a knowledge base as you complete daily tasks

- **Help Center:** Central “hub” for guides, tip sheets, videos, training
- **Smart Tips:** Additional details, links to more info
- **Process Flows:** Step-by-step walkthroughs
- **Pop-ups:** Announcements, reminders
- **Data Validation:** Ensure information is entered correctly



How Do I Get Whatfix?

On Oracle Financials Cloud (OFC)

No action needed. Just log in!

On Enterprise Performance Management (EPM)

Coming soon!

On Concur

[Install the browser extension for Chrome](#) on your computer.

Action
Required

Stretch break!

5 minutes

Go-Live Guidance: First 30 Days

Christian Villaseñor & Panelists

For Everybody: Using the CCOA

- Utilize the [Legacy Chartstring Template](#) to have converted chart strings ready for July 1
- Legacy to new CCOA chartstring mapping can be found in the [Power BI - CCOA Explorer Report](#) or the [GMC Chartstring Lookup Tool](#)
 - **Important Note on Project Values:** The full list of converted projects may change when updated CCOA mapping data is loaded in the Power BI Explorer Tool on June 27.
- Understand how to use the [Purpose Code](#)

For Business Officers

- **Understand:** The [FRU Hierarchy](#) and how legacy accounts were mapped as part of the conversion
- **Pay People:** Have your new CCOA strings ready and work with your UCPath preparer(s) to update funding sources if needed in UCPath
 - Review existing fund sources for employees
- **Buy Things:** Ensure staff are trained and assigned the appropriate roles to facilitate purchasing goods and services

For Business Officers (con.)

- **Review Balances:** Review and validate FY 2024-25 balances using FinHub reports
- **Review Budgets:** Review and validate that July 1, 2025 budgets are loaded correctly into OFC using FinHub reports
- **Review Projects:** Have your Research Financial Analyst (RFA) review and validate your projects (meeting the criteria) were converted into PGM

For Business Officers (con.)

- **Review Concur Transactions:** Review expenses/reports to validate they were charged to the correct CCOA chartstring; if not, follow BFS guidance to correct
- **Review Faculty/PI and Admin Dashboards:** Familiarize yourself with the data and attend training

Business Officer and Financial Managers

**Role Security
Administrator**
Training Required



**Accounts Receivable
- Dept Collection
Manager**
Training Required



**Concur - DEA or FRU
Approver**



**Annual Plan
Preparer/Submitter**
Training Required



**Gateway FRU
Approver/Project
Analyst** Training Required



**Transfers of
Funds Initiator**
Training Required



**Flexcard
Administrator**
Training Required



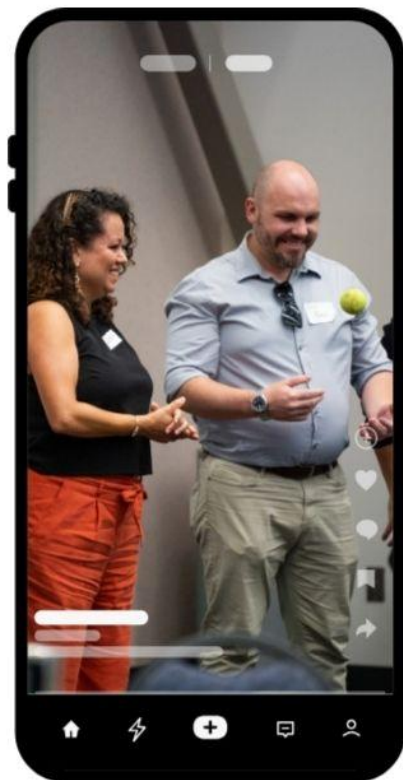
**Transfers of Expense
Reviewer**
Training Required



FinHub
Overview/Navigation Training
Required



**Research Financial
Analyst/Faculty Funds
Project Analyst**
Training Required



***Dependent on Role/Job Function**

For Transfers of Expense

- For FY2025 transactions, the new TOE app will be used for sponsored awards mapped to PGM
- All material non-PGM transactions will need to be moved via a journal
- BFS will publish more guidance on this process and will journal for departments

For Recharges

July 2025 Ledger Dates

- Departments may begin submitting [Internal Recharge](#) and [Intercampus Recharge](#) (IOCs) journals on **07/01/2025**
- New monthly deadline to submit journals error-free is **6 days before end of month (07/24/2025 for July)**

How to Submit

- Internal Recharge Journals: gldata@bfs.ucsb.edu
- IOCs: financial.control@bfs.ucsb.edu

Questions? Contact:

- Internal Recharge Journals: evizcaino@ucsb.edu
- IOCs: financial.control@bfs.ucsb.edu

For Payroll

- **Salary Cost Transfers** cannot be performed on any pay cycle prior to **7/1/2025**, including the fiscal year crossover biweekly pay period. Refer to the GL instructions to submit journal entries in lieu of SCTs.
- **First pay period using CCOA** = 6/22/25-7/5/25
 - Can be updated from 7/7/25-7/9/25
- **First biweekly pay period that can be SCT'd** = 7/6/25-7/19/25
 - Salary Cost Transfers can be submitted for this period beginning July 24
- **Position Funding Validation:**
 - July 22: Deadline for funding entries on the next biweekly CCOA payroll
 - July 24: Deadline for funding entries on the first monthly CCOA payroll

For Contracts & Grants

Sponsored Project Balances at Go-Live:

- Only sponsored awards, projects, and budgets through May 31 will be available in OFC on July 1
- Costs through June 30 converted separately in late July or early August
- PGM balances will be incomplete until all data is loaded
- **Departments may need to reference, online GL, GUS or EZ Access for accurate reporting in the interim**

For Contracts & Grants (con.)

New Awards Received in June:

- Manually added to PGM in early July
- If spending cannot wait until the award is established, use a FlexCard for purchases needed while awards are not available for spending
 - Allocate those costs to the award's expense accounts once set up in OFC

June Funding Increments on Existing Awards:

- Manually added to PGM in early August
- Once funding is allocated, Research Financial Analysts must create and baseline a new budget version in PGM

For Contracts & Grants (con.)

Subaward PO Creation

- Purchase Orders for open Subawards and MCAs will be created manually post go-live (end of July)
- In the coming weeks, Research Financial Analysts (RFAs) will be asked to confirm active subawards and remaining lien balances

Facilitating Questions and Feedback After Go-Live

- There will be a frequent cadence of meetings and communication channels for RFAs during the months following go-live
- More information coming soon

For Contracts & Grants (con.)

Faculty Funds Projects:

- **Start-Up and Retention:** Conversion is based on April balances, so May and June expenditures are not reflected in OFC on July 1
- **Discretionary and Internal Awards:** Conversion is based on May balances, so June expenditures are not reflected in OFC on July 1
- **Departments should monitor for potential overspending**
- **All FY2025 expenditures must be reconciled or reported by July 31**
 - After this date, GUS will transition to read-only access
 - Start-up & retention funds must report May & June activity by this date
 - June 2025 interim ledger will be released on July 16
- **Final balance adjustments will be made by Academic Affairs & Office of Research in early August**

For Purchasing: Role Assignment & Training

Role requests for Gateway must be completed by your RSA

- Contact your RSA for questions about your assigned roles
- GMC is no longer used for role management

Role-based training is now available in UC Learning Center

- Most roles require 10-15 minutes of training
- Complete training ASAP. If you miss the deadline, you may have delayed system access due to anticipated go-live ticket volume.
 - Deadline for Project Analysts = June 30
 - Deadline for all other users = July 8

Search “Gateway” in UCLC to find training

For Purchasing: FlexCard

- All expenses will automatically post to the card's default expense account as of June 26.
- Expenses need to be allocated and approved within 14 days of posting in Gateway. After 14 days, a TOE will need to be processed to reallocate the charges.
 - **Note:** If a department's future default CCOA isn't currently active, the GMC default value will be used temporarily and updated to the requested value in late July. Dept. FlexCard admins will be asked to provide mapped values.

For Purchasing: Converted POs

- Converted POs will be loaded to Gateway in mid/late July
- A report of converted and failed POs will be posted on the Gateway landing page for departments to verify that assigned CCOA's and balances are correct
- If a PO fails conversion, a new requisition will need to be processed if the PO is still needed.
 - *Please note in the requisition comments "PO failed conversion, the prior PO was GWXXXXXX" to help expedite processing.*
- If you need to update a converted Vendor Blanket or Contract PO, please submit a Procurement Services ServiceNow ticket.

For Purchasing: Go-Live Tips

Requisitions will be rejected if required approvers are missing

- Ensure each FRU has at least one Department FRU Approver
- Assign a Project Analyst and Project Manager for all Project values

Shared Shopping Carts allow shoppers to submit carts to a set group of requestors

- To request setup, submit ticket requesting a “Shared Cart” in Procurement Services ServiceNow


For Travel

- June Travel Card charges will appear in July and must be added to expense reports
 - Includes any charges not loaded into Concur by May 22
- Travel Card defaults (FRU and Fund) are now set at the department level, not per card
- Students and UCSB affiliates can log into Concur and submit reports, but will not be auto-assigned a DEA

For Reporting

Expected FinHub Go-Live: Monday, July 21

For reporting assistance and access issues:

- ServiceNow Tickets
 - Updated forms: Access Request, Report Request, Other Questions
 - Need tickets submitted for all issues 
- Google Chat space for FinHub users
- Office Hours hosted by the Reporting Team
 - Schedule TBD, will be posted on FMM website

For Reporting (con.)

Resources available at FinHub go-live:

- FinHub page on the FMM website
- Training materials
- Report release schedule
- Report crosswalk list
- ServiceNow request forms
- Updated Reporting & Data Warehouse FAQs
- Other resources within the FinHub portal

For Reporting

Preliminary FinHub Report Release Schedule *(subject to revision)*

Subject Area	Initial Launch Date
Accounts Payable	July 21st
Accounts Receivable	July 21st
Budget Planning	August
Central Office	July 21st
Faculty & PI Dashboard	August
General Ledger	July 21st
Operating Financials	July 21st
Payroll & Employee	July 21st
PGM Admin Dashboard	July 21st
Procurement	August
Travel & Entertainment	August

Note: Report development will be continuous and ongoing through the end of the year and into 2026

Note: Dates will be published online and updated regularly. Check back for the latest release dates.

For Financial Aid

Work-Study:

Work-Study is following a standard schedule. Work-Study Employer information available at finaid.ucsb.edu/federal-work-study-employers

- Training slides available in August & holding office hours for questions
- 8/18: Work-study position review begins in Handshake
- 9/8: Students can access referrals
- 9/14: WS begin Date (biweekly & Monthly): first earn date (start date)
- 5/30/26: Last day for MO employees to earn
- 6/6/26: WS Bi-weekly last day to earn

Undergraduate Resource Reporting (UGRR)

UGRR Portal will open on July 8 with the new CCOA structure. All awards validated by departments through the portal will be included for use upon re-opening of the portal.

Links and information are available on the Campus Partners section of our website:
finaid.ucsb.edu/campus-partners

- 7/8: UGRR portal opens for submissions in new system with new CCOA
- 7/8: Google Form for new award set-up request opens

Next Steps

Christian Villaseñor

Next Steps

Save the Date: FMM Post-Go-Live Town Hall!

Tuesday, July 29 from 10am-12pm in Corwin Pavilion (hybrid)
Invitation coming soon

Action Items:

- Complete any training required for system access
financialtraining.ucsb.edu/trainings/training-schedule
- **Be aware of system downtime periods and remaining fiscal close deadlines**

Reminders:

- Ensure you are subscribed to the [FMM mailing list](#) and [Office of Financial Training mailing list](#) for project news and training updates

Q&A

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