

July 29, 2025

UCSB Financial Management Modernization

Go-Live Support Town Hall

Agenda

- Opening Remarks
- Getting Support
- ServiceNow Updates
- Training
- FinHub Update
- Break
- Addressing Common Questions and Issues
- Action Items & Next Steps
- Q&A

Opening Remarks

Kerry Bierman

Getting Support

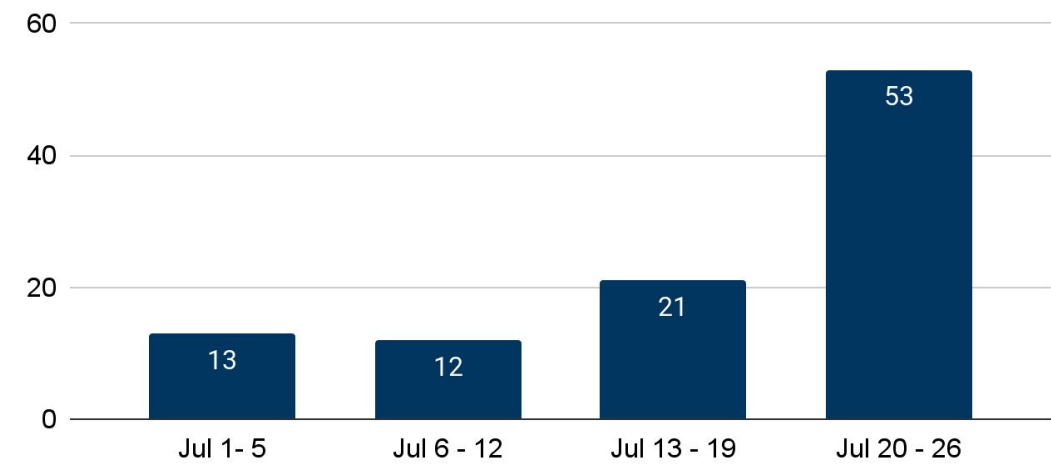
Matt Erickson

By The Numbers: Oracle Financials Cloud

53 Average Daily Users Last Week

Average Daily Active Users on Oracle Financials Cloud By Week

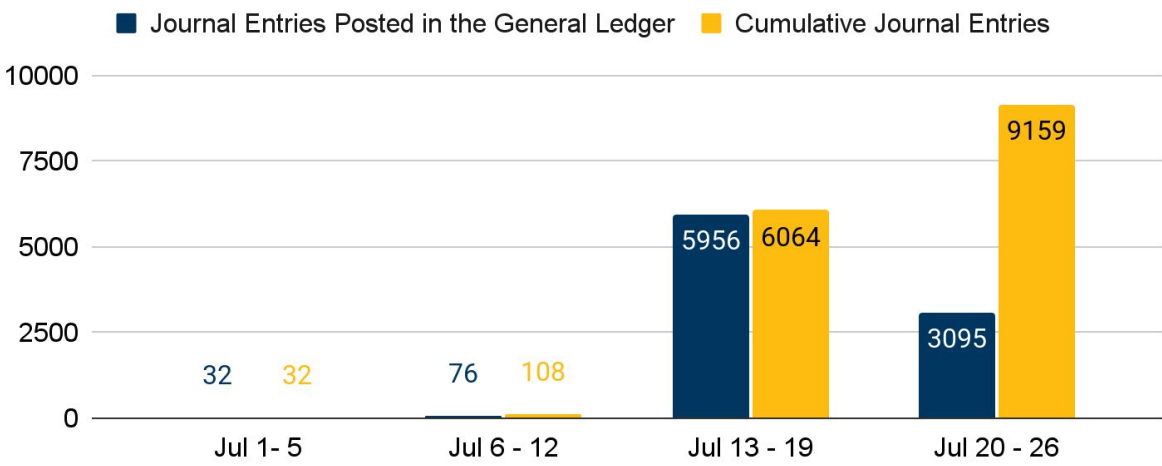
Status as of 7/26/2025



9,159 Journal Entries Posted in the GL

Journal Entries Posted in the General Ledger By Week

Status as of 7/26/2025

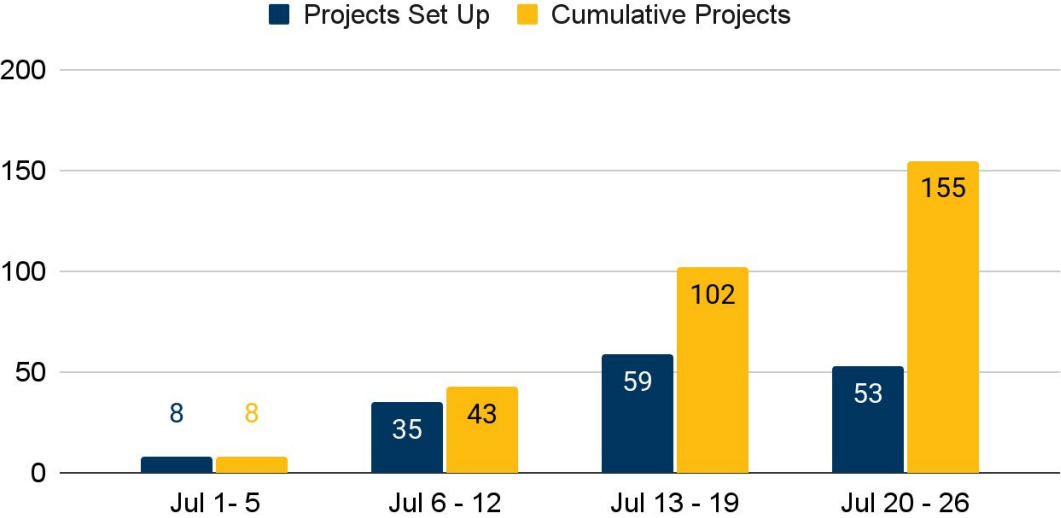


By The Numbers: Oracle Financials Cloud

155 Projects Set Up

Projects Set Up in Oracle Financials Cloud By Week

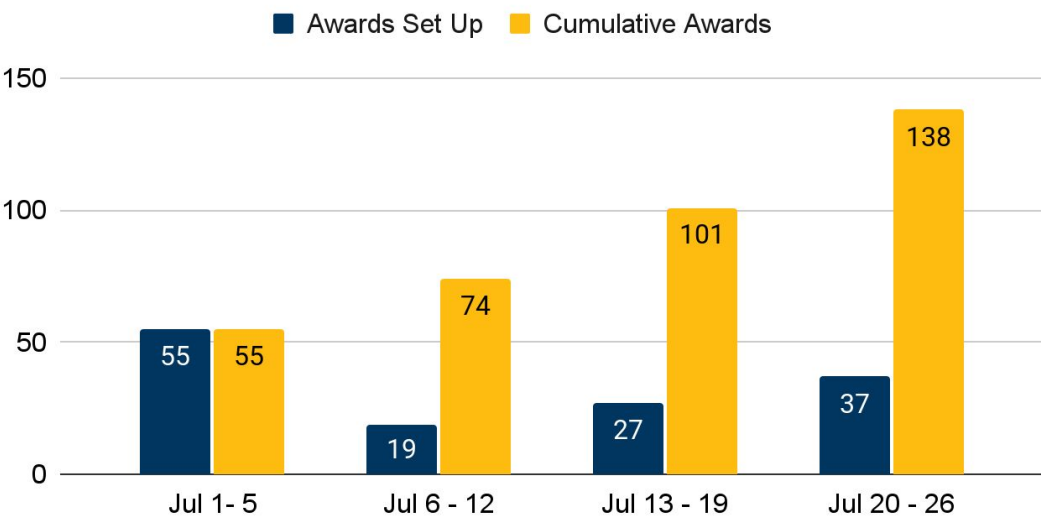
Status as of 7/26/2025



138 Awards Set Up

Awards Set Up in Oracle Financials Cloud By Week

Status as of 7/26/2025



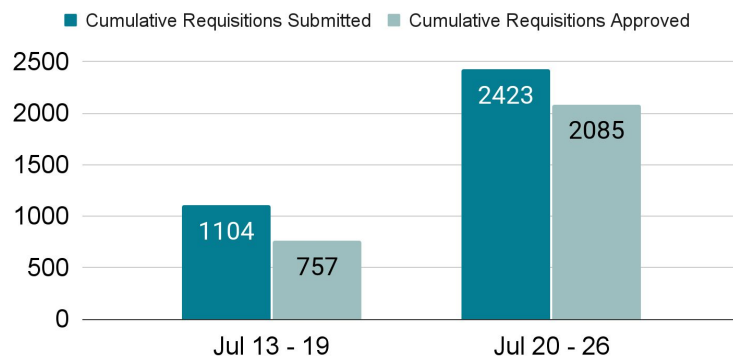
By The Numbers: Procurement / Gateway

Requisitions

- 2,423 Submitted
- 2,085 Approved

Requisitions in Gateway By Week

Status as of 7/26/2025

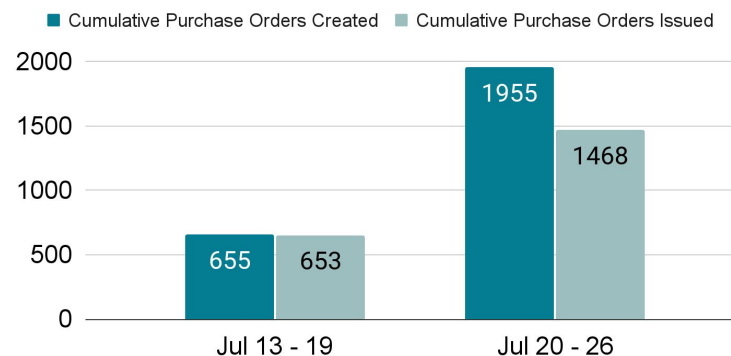


Purchase Orders

- 1,955 Created
- 1,468 Approved

Purchase Orders in Gateway By Week

Status as of 7/26/2025

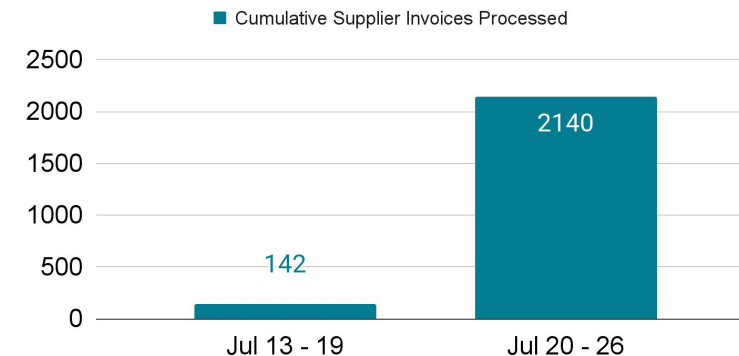


Supplier Invoices

- 2,140 Processed

Supplier Invoices in Gateway By Week

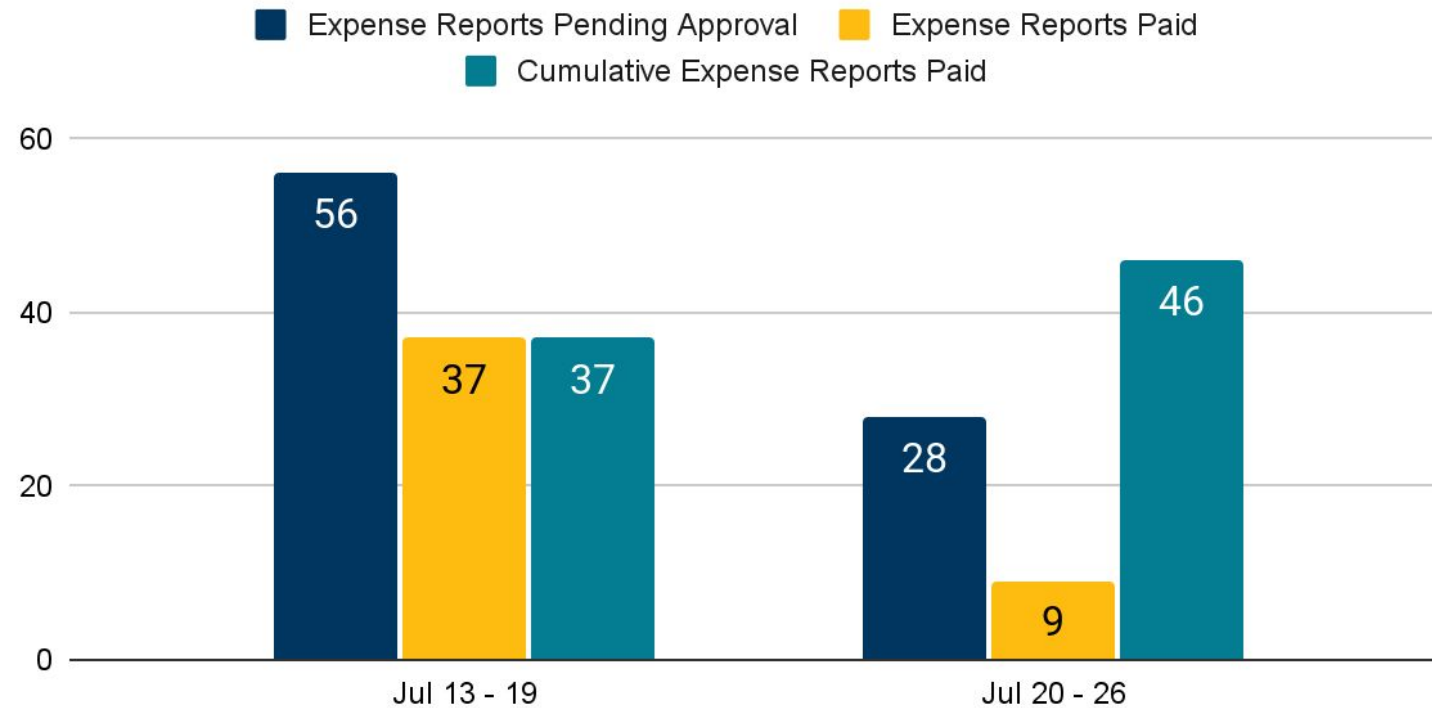
Status as of 7/26/2025



By The Numbers: Concur

Expense Reports in Concur By Week

Status as of 7/26/2025



Overview: Getting Support

financemanagement.ucsb.edu/support



Learning Library

financemanagement.ucsb.edu/support/learning-library

Links to self-guided resources developed by Office of Financial Training for:

- CCOA
- Purchasing & Gateway
- Sponsored Projects & Faculty Funds Management
- Travel
- And more

Office Hours

Access Schedule:

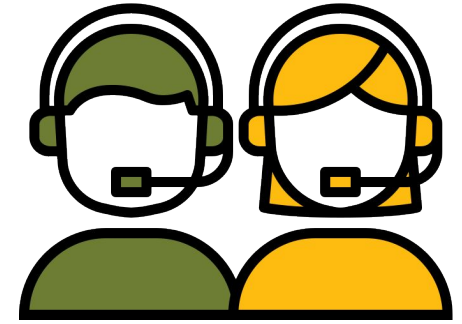
financemanagement.ucsb.edu/support#office-hours



1:1 support offered for systems and processes:

- CCOA
- Financial Aid UGRR
- General Accounting
- Procurement
- PGM
- Reporting
- More TBA

How Do I Get Help?



Call the FMM Help Desk

- **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 Universal Request Ticket

financemanagement.ucsb.edu/request-help

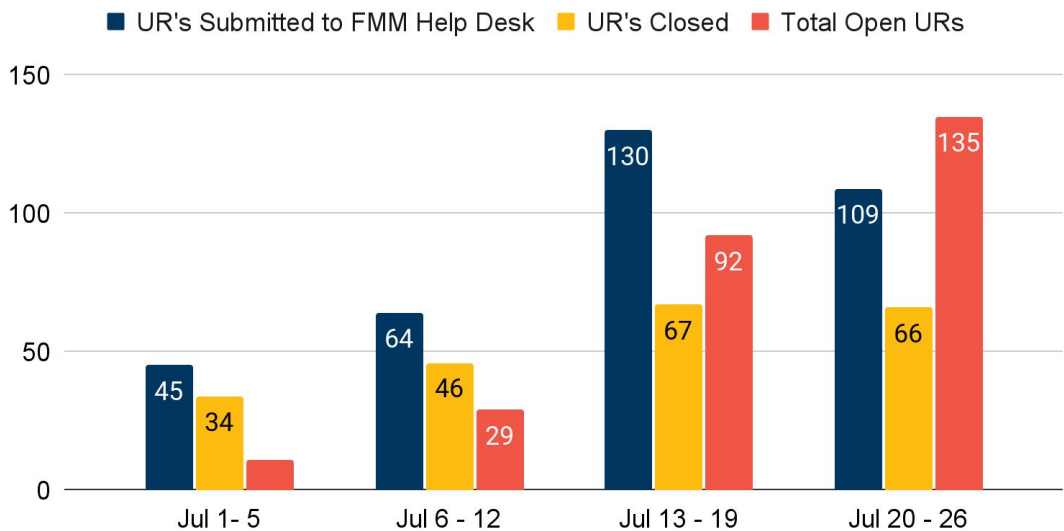
- Tickets triaged and dispatched to appropriate teams
- Existing ServiceNow support links (i.e. Procurement, Travel) may be used

Help Desk Metrics (as of July 26)

348 Tickets Submitted to the Help Desk,
135 Open (58 pending end-user)

FMM Help Desk Universal Request (UR) Tickets By Week

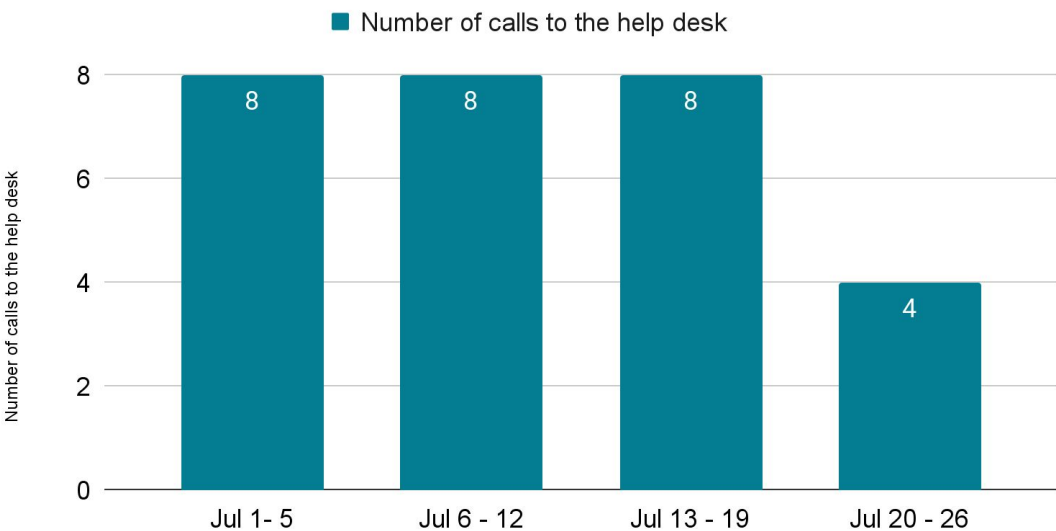
Status as of 07/26/2025



28 Calls Received By the Help Desk
(805-893-5400)

Number of Calls to the Help Desk By Week

Status as of 07/26/2025



Known Issues Tracker

financemanagement.ucsb.edu/support/known-issues

Share and provide updates on issues that FMM teams are aware of and working to resolve

*Check here
when you notice
issues before
submitting a
ticket!*

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About People For Departments Support Resources News Contact

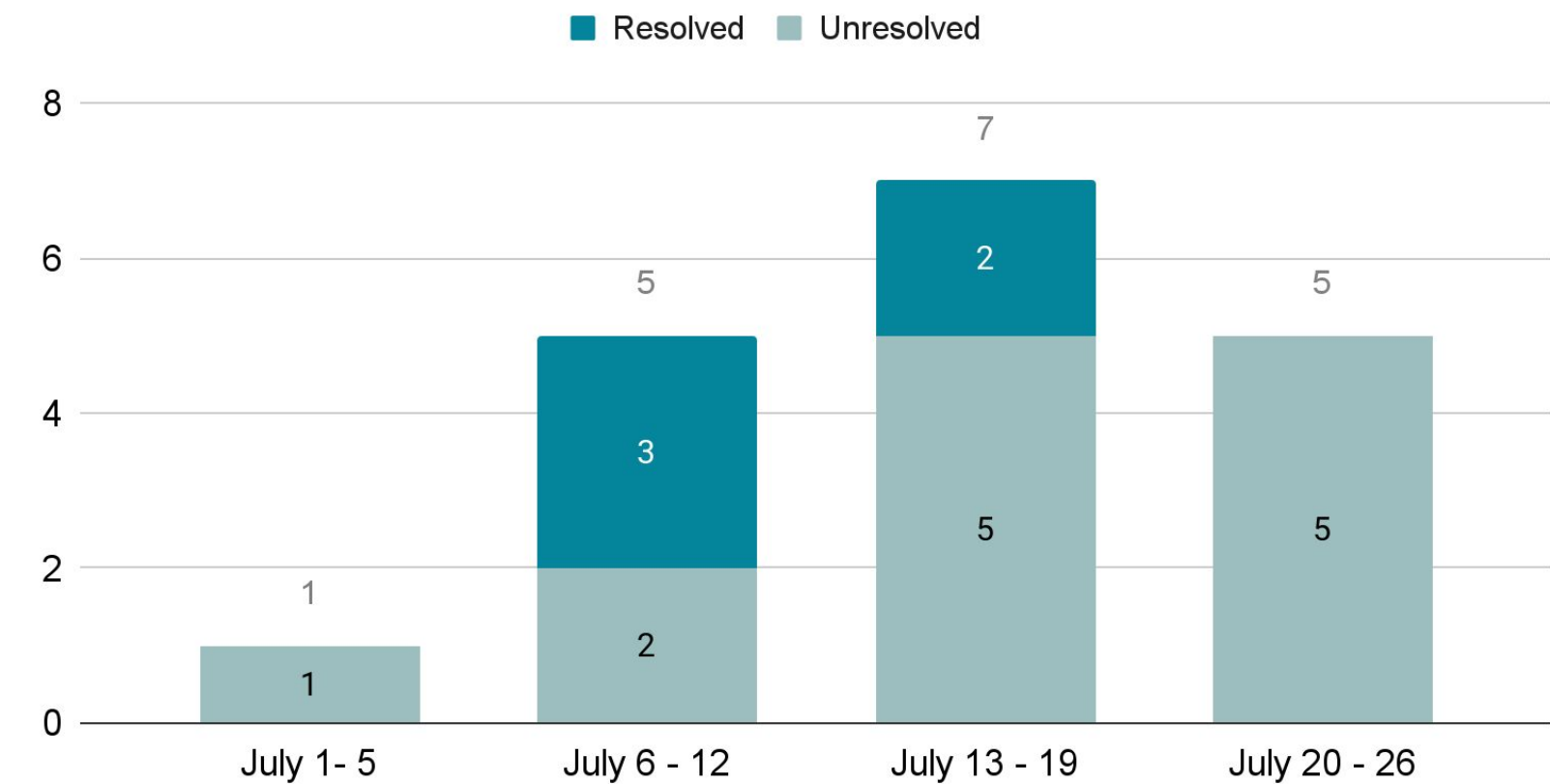
Known Issues

FMM Known Issues Tracker (View Only) :			UC SANTA BARBARA		Report Abuse
			 Grid	 Filter	
	System or Work Area	Description	Date Identified	Workaround	Estimated Resolution Date
1	Recharges	The new LSCG Recharge Accounting system - which replaces five legacy recharge systems, including two from Chemistry and EEMB - are not yet ready	07/15/25	– Facility and/or Financial staff will input recharges into the new system as the services are used. This will use interim CCOA data on 6/21, and final CCOA data when available. – Financial staff will confirm and correct any inputted recharges in the system, and will share pending recharge data with other departments to identify errors.	07/21/25

18 Known Issues Identified, 5 Resolved

Count of Known Issues Identified Each Week

(Status as of 07/26/2025)



Install Whatfix for Concur



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

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

ServiceNow Updates

Ben Price

FMM ServiceNow Success So Far

The July 1 launch of the **ServiceNow Employee Center** with FMM go-live was a resounding success. We've created a unified, user-friendly portal for employees to access services across IT, HR, Procurement, and FMM.

Key Achievements:

- **Universal Request (UR):** A new ServiceNow ticket type that allows for FMM Help Desk triage and routing to any service area using ServiceNow
- **Unified Service Portal:** A single front door for campus services, reducing confusion and service area fatigue
- **Increased Self-Service:** Employees are empowered to find answers and make requests independently, including an updated AI search function

ServiceNow Employee Center for FMM Go-Live

financemanagement.ucsb.edu/request-help

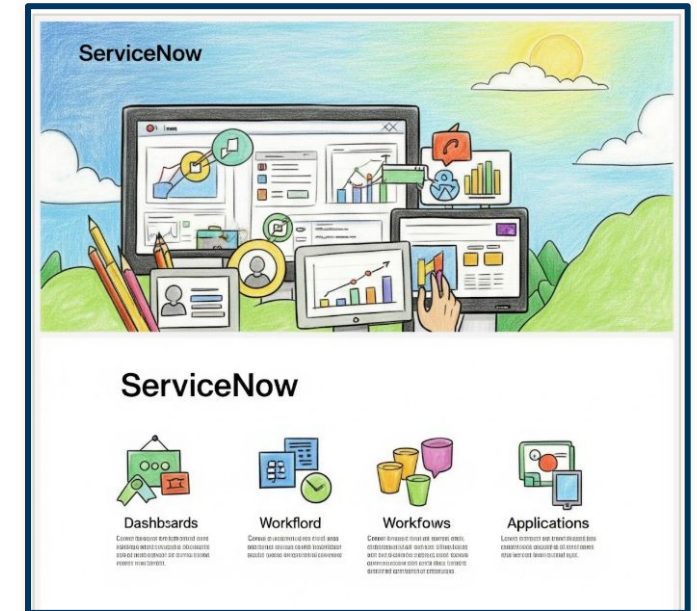
The screenshot shows the UC Santa Barbara ServiceNow Employee Center interface. At the top, the header includes the UC Santa Barbara logo and navigation links: My Tasks (4), My Requests, My Favorites, Sites, and a user profile icon with a Tours link. Below the header is a green navigation bar with dropdown menus for FMM, Information Technology Services, Business and Financial Services, Human Resources Services, Departmental Services Hub, and LSIT Services. The main content area features a large banner image of students on a staircase with the text "Hello Benjamin, how can we help?". Below the banner is a search bar. The interface is divided into two main sections: "Quick links" and "My active items". The "Quick links" section contains six yellow buttons with icons and text: "FMM Help" (with a dollar sign icon), "Payroll Services" (with a dollar sign icon), "FinHub Access Request" (with a target icon), "Configure Equipment" (with a laptop icon), "Equipment Question" (with a laptop icon), and "Access or Account..." (with a person icon). The "My active items" section shows a list of tasks, including "Tasks" (4) and "Approve Request" (Overdue 119 days, ABR0001075, Short description).

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

ServiceNow FMM Enhancements: Post Go-Live

Implemented in three weekly “Fast Follow” releases:

- **PGM OFC Award Number** data is loaded daily for ServiceNow ticket workflow
- **ServiceNow-Snowflake Integration: Enhancing Data Management** - This integration focuses on seamlessly updating FRU (Financial Reporting Unit) data within ServiceNow, leveraging a daily data feed from Snowflake
- **ServiceNow intake emails** added to ensure FMM-related messages are processed correctly and routed to the appropriate support teams under the new system
- **FMM Help Desk:** A new dispatch document now links business areas and sub-categories to the correct catalog items across all ServiceNow catalogs

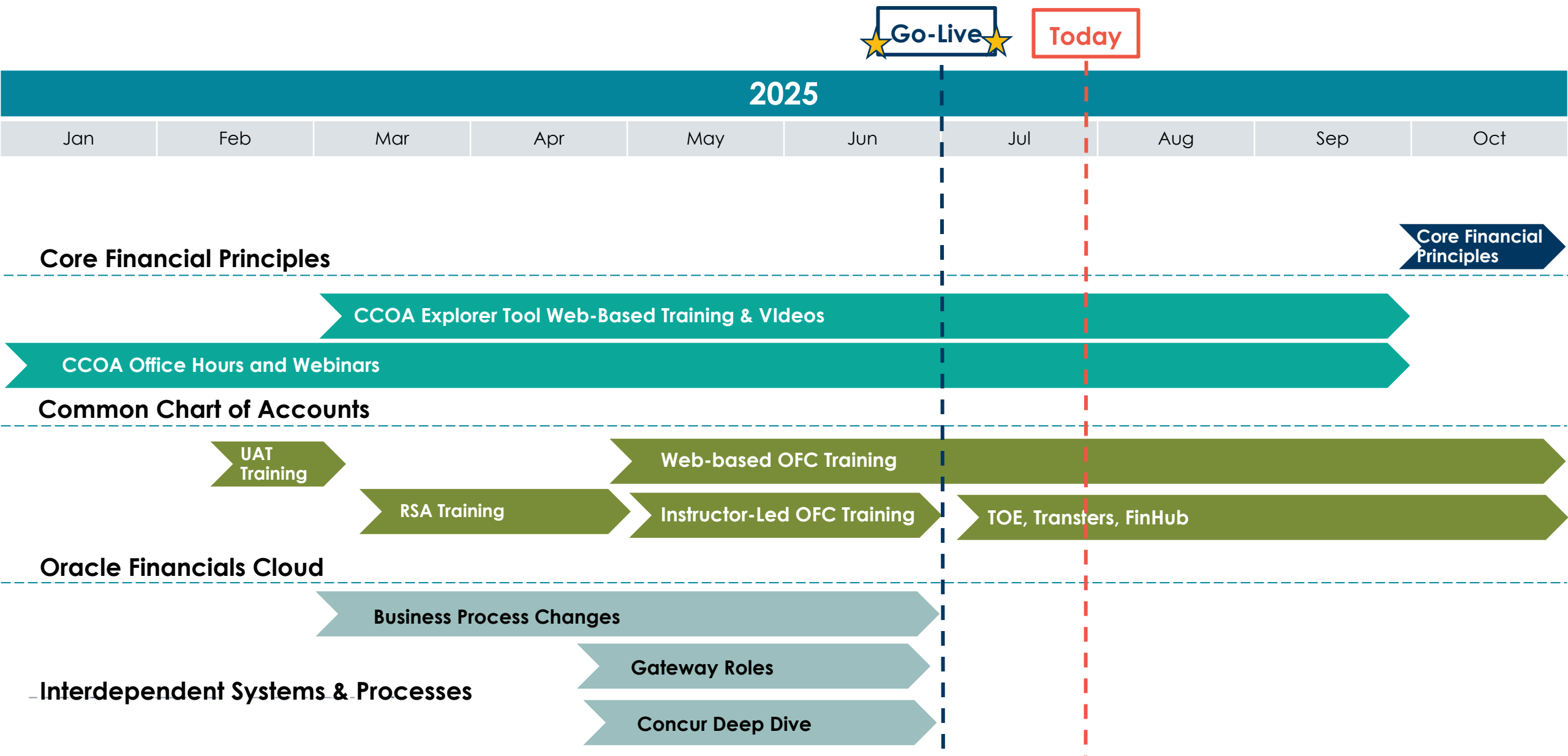


Monthly releases are planned for future enhancements, including the
OFC $\longleftrightarrow$ ServiceNow integration *to automate key data feeds and improve workflows*

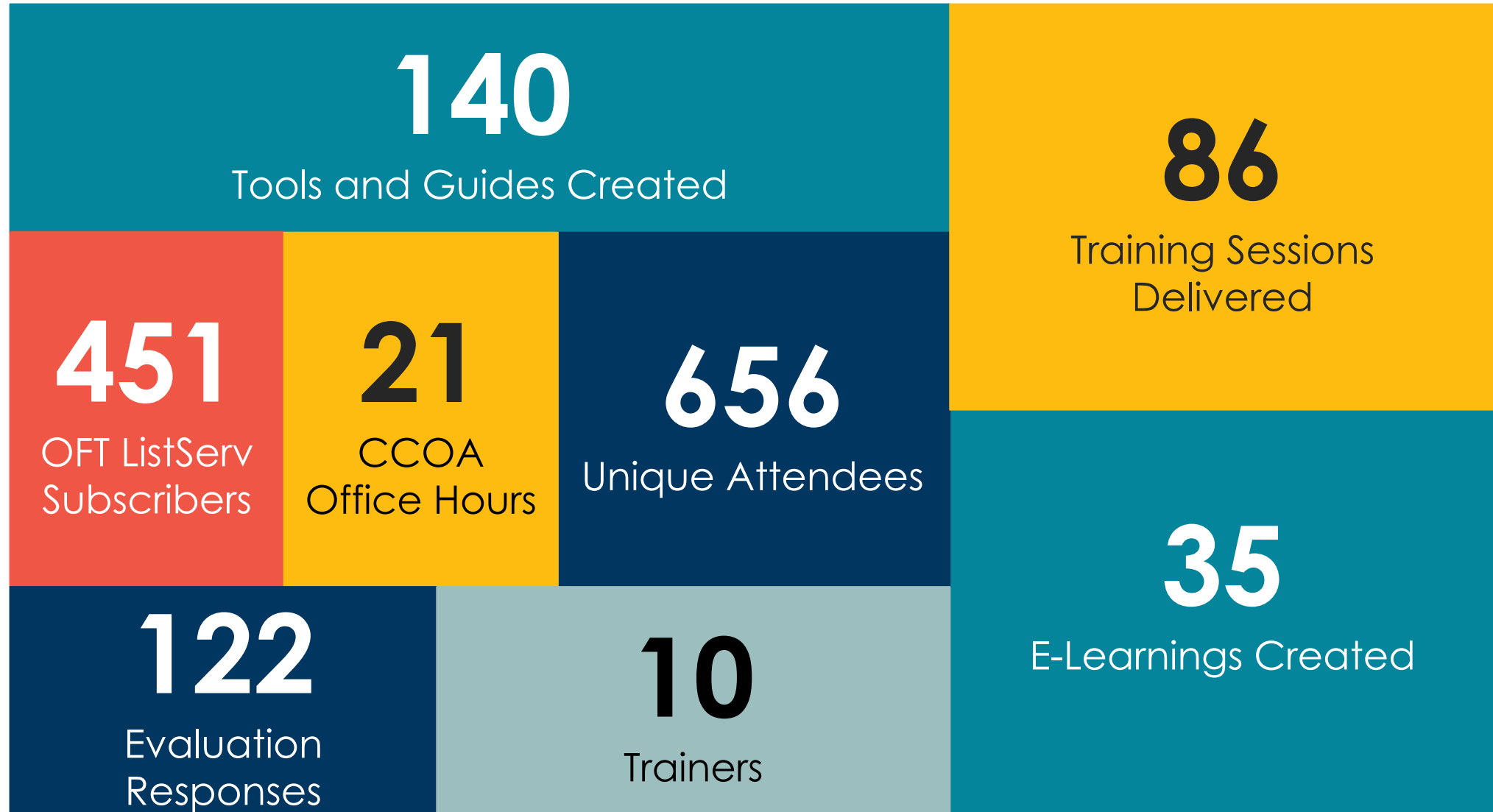
Training

Sandra Featherson

A Look Back: Training Timeline



Training: By the Numbers



Office of Financial Training Roadmap for 2025-26

Develop OFC and Other Training

- Transfers of Expense
- EPM Modules
- FinHub
- Core Financial Principles

Build Out Whatfix Content

- Concur
- OFC and EPM Modules
- Transfers of Expense

Drive Employee Success by Providing the Information They Need to be Successful

- Utilize evaluations/feedback to identify areas of improvement
- Provide timely resources based on customer requests and need

Convert Live Trainings to E-Learnings

- Update and improve existing E-Learnings
- Incorporate engaging content
- Knowledge checks

Create Communities of Practice / Other Events

- Establish community framework
- Identify leaders
- Trainer Roundtable
- Business Officer Roundtable



Increasing Engagement

UCSB OFC

JEOPARDY

Template by Eric Curts
ericcurts@gmail.com
ControlAltAchieve.com

CC

BY

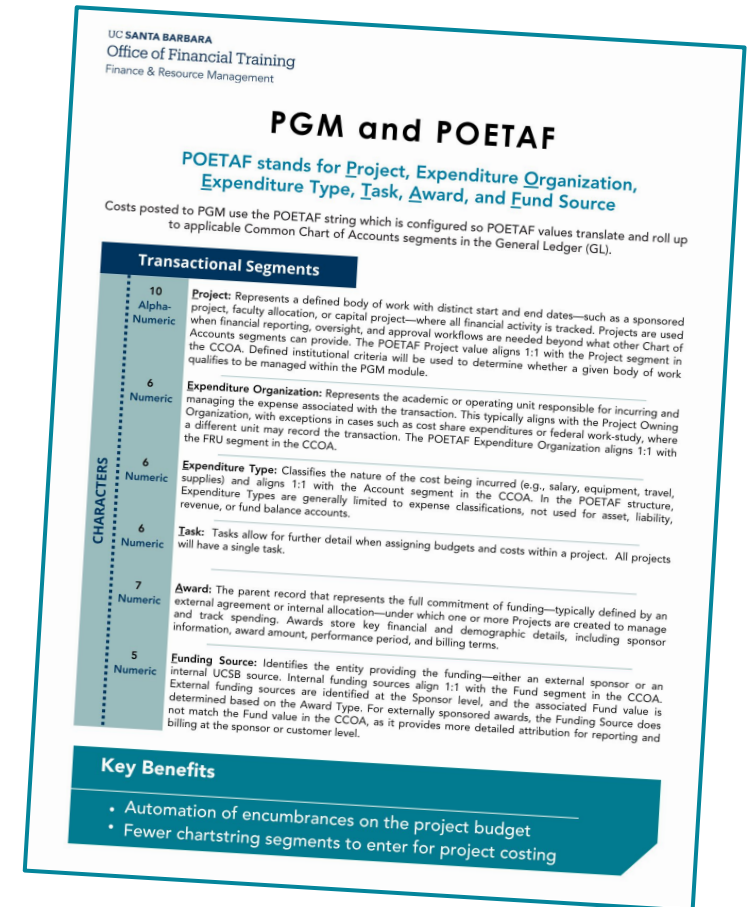
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JEOPARDY BOARD					FINAL JEOPARDY
Purpose Code	CCOA Segments	Projects & Grants	OFT	FMM	
\$100	\$100	\$100	\$100	\$100	
\$200	\$200	\$200	\$200	\$200	
\$300	\$300	\$300	\$300	\$300	
\$400	\$400	\$400	\$400	\$400	
\$500	\$500	\$500	\$500	\$500	

New Resources

- Dynamic Webpages
- [Transfers \(of Funds\)](#)
- [PGM POETAF Handout](#)
- [Gateway Roles E-Learnings](#)
- [Purpose Code Guidance](#)
- Additional Quick Reference Guides
 - [Faculty Funds](#)
 - [Sponsored Projects](#)
 - [Procurement](#)



Training Required for Access: Research Financial Analyst (RFA)



E-Learning

- [Costing & Financial Management](#) (2 hrs)
- [Subawards & MCAs](#) (3 hrs.)
- [Deliverables, Billing, and Cash](#) (2 hrs.)
- [Sponsored Awards: Portfolio Overview](#) (1 hr. 45 min.)
- [Fabrications](#) (2 hrs.)
- [Cost Transfers: Part 1](#) (25 min.)
- [Managing Cost Share](#) (2 hrs 25 min.)

Live

- Cost Transfers: Part 2
 - Wed. 7/30 and Wed. 8/13
- EPM - Project Forecasting
 - Thur. 8/7 and Thur. 8/14

Coming Soon

- Award & Project Closeout and Final Reporting

Training Required for Access: Project Analyst on Faculty Funds



Live

- Cost Transfers: Part 2
 - *Wed. 7/30 and Wed. 8/13*
- EPM - Project Forecasting
 - *Thur. 8/7 and Thur. 8/14*

E-Learning

- [Cost Transfers: Part 1](#) (25 min.)
- [Fabrications](#) (2 hrs.)

A Look Forward: Upcoming Training

- Enterprise Performance Management (EPM)
 - Project Forecasting - August 2025
 - Workforce Planning
 - Annual Plan (Winter 2025-26)
- Transfers of Expense (TOE) - July/August 2025
- FinHub

Training Resources



- Current course offerings available on the [Office of Financial Training website](#)
- [Training Schedule](#)
- Register in [UC Learning Center](#)
- Sign up for the [OFT mailing list](#)

Training Schedule

Courses are open to all UCSB staff.

Scroll down to view upcoming trainings, or jump to the training of your choice

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](#) 

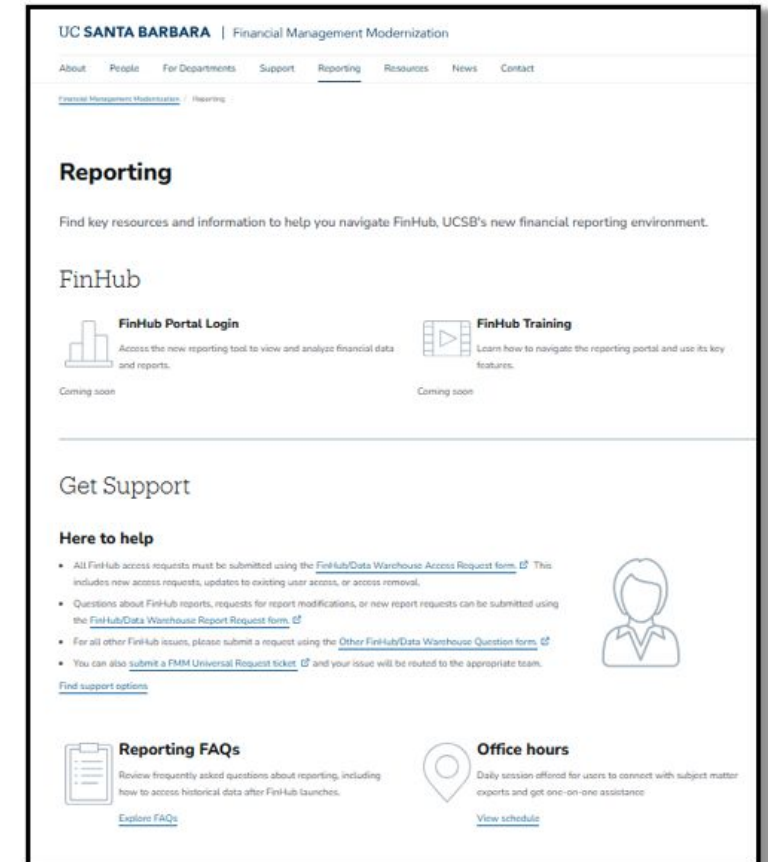
FinHub Update

Mike Smith

FinHub Reporting Updates

financemanagement.ucsb.edu/reporting

- FinHub portal login
- Training (*coming soon*)
- Support
 - Office hours
 - Chat space
 - ServiceNow ticket instructions
- FAQs
- Report Release Schedule
- Report Crosswalking



Update: Report Release

financemanagement.ucsb.edu/reporting#release-schedule

Reports will continue to be made available over the coming weeks

Release schedule will be updated regularly

Report Release Schedule <i>(subject to revision)</i>	
Subject Area	Initial Launch Date
Accounts Payable	August
Accounts Receivable	August
Budget Planning	August
Central Office	Week of July 28
Faculty & PI Dashboard	August
General Ledger	Week of July 28
Operating Financials	Week of July 28
Payroll & Employee	Week of July 28
PGM Admin Dashboard	August
Procurement	August
Travel & Entertainment	August

Report Crosswalk List

Report Crosswalk List				
Reporting Tool	Legacy Report	FinHub Report	Subject Area	Status
EZ Access	Jobs By Group	Jobs By Group	UCPath Employee	Available
EZ Access	Position Roster	Position Roster	UCPath Employee	Available
EZ Access	Payroll Expense Inquiry	Payroll Expense Inquiry	UCPath Payroll	Available
FinHub	New in FinHub	Dist of Benefits	UCPath Payroll	Available
FinHub	New in FinHub	Salary in Suspense	UCPath Payroll	Available
FinHub	New in FinHub	Dist of Salary	UCPath Payroll	Available
EZ Access	Vendor Inquiry	Vendor Info	Accounts Payable	Coming Soon
Power BI	Extramural Revenue- Results	Award Details & Financials	Accounts Receivable	Coming Soon
FinHub	New in FinHub	BUD100	Budget Planning	Coming Soon
FinHub	New in FinHub	UCOP - SRECNP	Central Office	Coming Soon
FinHub	New in FinHub	UCOP - Expenses	Central Office	Coming Soon
FinHub	New in FinHub	UCOP - Statement of Net Position	Central Office	Coming Soon
FinHub	New in FinHub	UCOP - SRECNP CY v PY	Central Office	Coming Soon
FinHub	New in FinHub	UCOP - Statement of Net Position CY v PY	Central Office	Coming Soon
GUS	New in FinHub	Faculty PI Dashboard - Summary	Faculty PI Dashboard	Coming Soon
GUS	New in FinHub	PGM Admin Dashboard - Award Details	Faculty PI Dashboard	Coming Soon
Power BI	LAF Balance Inquiry	Revenue Balance Inquiry	General Ledger	Coming Soon
Power BI	LAF Balance Inquiry	Expenditure Balance Inquiry	General Ledger	Coming Soon
FinHub	New in FinHub	Campus SRECNP - Fund Type	Operating Financials	Coming Soon

ServiceNow Tickets: FinHub & Data Warehouse

- [Access Request Form](#) - new access requests, updates to existing user access, or access removal
- [Report Request Form](#) - questions about reports, requests for report modifications, or new report requests
- [Other FinHub Question Form](#) for everything else

You can also submit a [FMM Universal Request ticket](#) and your issue will be routed to the Data Services team

Can I access historical reports and data?

From FAQs on FMM Reporting page

Reporting & Data Warehouse

Will I still be able to do reporting with non-converted historical data?

What will happen with financial reports in existing reporting tools?

What will happen with UCPATH Payroll reports in existing reporting tools?

What will happen with UCPATH Employee Reports in existing reporting tools?

Will new employees be able to obtain access to historical data?

How long will non-converted historical data be available?

Will there be historical data in the new FinHub reports?

How long will I have access to legacy reporting tools?

From datawarehouse.ucsb.edu

Data Warehouse and Business Intelligence

Home About Tools EZ Access Hyperion Desktop Power BI UCPATH Cognos Reports

Resources

UC SANTA BARBARA

Welcome to UCSB Data Warehouse and Business Intelligence

Note: UCSB has transitioned to a new financial system - Oracle Financial Cloud (OFC). Financial reports containing data from the new OFC system will be available in FinHub only. For more details please check the [FinHub page](#).

For specific questions or assistance please contact us via [ServiceNow](#).

The following changes apply to legacy financial reporting systems:

EZ Access

Starting on July 1 2025, the Peoplesoft Financial data in EZ Access is static. Only PeopleSoft Fiscal Year 2025 data will continue to be loaded into EZ Access to support Fiscal Year-End processes.

The UCPATH Payroll data in EZ Access is static as campus transitioned to a new CCOA. The last payroll run using the old CCOA will be available by 7/7/25. UCPATH Payroll reports based on the new CCOA will be available in FinHub.

The UCPATH Employee reports with no Chart of Account info will continue to be available and updated daily.

OLGL

Starting on July 1 2025, the Peoplesoft Financial data in OLGL is static. Only PeopleSoft Fiscal Year 2025 data will continue to be loaded into the Online GL to support Fiscal Year-End processes.

Power BI Legacy Financial Reporting

Starting on July 1 2025, the Peoplesoft Financial data in Legacy Financial Reporting is static. Only PeopleSoft Fiscal Year 2025 data will continue to be loaded into the Legacy Financial Reporting App to support Fiscal Year-End processes.

Control Point Dashboard

Starting on July 1 2025, the Peoplesoft Financial data in Control Point Dashboard is static. Only PeopleSoft Fiscal Year 2025 data will continue to be loaded into the Control Point Dashboard to support Fiscal Year-End processes.

Login Method for FinHub

- Similar to OFC, use the “**Company Single Sign-On**” method for logging in to FinHub
- The “User ID” and “Password” fields **will not work**



The screenshot shows the Oracle Applications Cloud Sign In page. At the top, the text "Sign In Oracle Applications Cloud" is displayed. Below this, a yellow box with a red border contains the text "Use this login method". A red box highlights the "Company Single Sign-On" button. Below the button, there is a horizontal line with "or" in the center. Underneath, there are input fields for "User ID" and "Password", each with a placeholder text "User ID" and "Password" respectively. A large red prohibition sign (a circle with a diagonal line) is overlaid on the "User ID" and "Password" fields. Below the "Password" field is a link for "Forgot Password". At the bottom of the form is a "Sign In" button. Below the "Sign In" button is a "Select Language" dropdown menu with "English" selected.

FinHub Portal Navigation

FinHub

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Welcome to Financial Insights Hub!
Employee and Payroll reports are now available!

Home

Catalog

Favorites

Dashboards

Create

Open

Other Links

OFC

EPM - Planning

Gateway

Legacy Online GI

Legacy EZ Access

Legacy Power BI Reporting

OFC Data as of: 7/24/2025
UCPath Data as of: 7/24/2025

1

Reporting Areas

*Select a reporting area to filter the list of reports.

Accounts Payable

Accounts Receivable

Budget Planning

Central Office

Custom

Faculty / PI Dashboard

General Ledger

Operating Financials

PGM Admin Dashboard

Procurement

Travel & Entertainment

UCPath Employee

UCPath Payroll

Purchasing and payment activity for campus expenses, including invoices and reimbursements

Customer accounts and outstanding balances

Operating budgets, expenditures, and account balances to support departmental functions

Financial and administrative reports that are in accordance with UCOP and provide a high-level view of activities across campus

Customized reports to meet unique requirements

Award and project-related financials and detail information intended for Faculty and PI consumption

Account and transaction-level information from the general ledger for a given period, including current data for unclosed periods

Actual and budgeted revenues and expenditures

Projects and grants information with security provisions for administrative staff

Reports that provide insights into UCSB's purchasing activities

Faculty and staff travel expenses, including reimbursements and authorizations

Employee appointments, attributes, and HR data

Payroll transactions, pay rates, and compensation details

2

Reports

All Values

Reporting Area	Report	Description	Created
UCPath Employee	Jobs by Group	Summary of job positions organized by specific groups	Jul 28, 2025
	Position Roster	List of employee positions, including position titles and classifications, employee names, department assignment, FTE (Full-Time Equivalent) status, position status, and effective start date	Jul 28, 2025
UCPath Payroll	Dist of Benefits	Allocations of payroll-related benefits costs across departments, FRU's, Funds, projects, and cost centers	Jul 28, 2025
	Dist of Salary	Salary allocations across different funding sources	Jul 28, 2025
	Payroll Expense Inquiry	Payroll-related expenses over a specific period	Jul 28, 2025
	Salary in Suspense	Salary expenses that have not been properly assigned to a valid funding source and are temporarily held in a suspense account	Jul 28, 2025
Accounts Payable	Vendor Info	Compiles key details including: Basic information, Financial info, and Contract and procurement details about a vendor or supplier UCSB does business with	Coming Soon
Accounts Receivable	Award Details & Financials	Inception-to-date award financial details	Coming Soon
Central Office	UCOP - Expenses	Expenses incurred that are reported to or funded by UCOP	Coming Soon
	UCOP - SRECNP	Statement of Revenue, Expenses, and Changes in Net Position that is in accordance with UCOP Reporting	Coming Soon

3

4

Other Links

1. Subject Area Filters

2. Detailed List of Reports

3. New Reports vs. Coming Soon

4. Other Links

Finance & Resource Management

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Live Reports: Filtered View

Home

Catalog

Favorites

Dashboards

Create

Open

FinHub

UC SANTA BARBARA

Welcome to Financial Insights Hub!

Employee and Payroll reports are now available!

Other Links

OFC

EPM - Planning

Gateway

Legacy Online GL

Legacy EZ Access

Legacy Power BI Reporting

OFC Data as of: 7/24/2025

UCPath Data as of: 7/24/2025

Reporting Areas

*Select a reporting area to filter the list of reports.

Accounts Payable

Accounts Receivable

Budget Planning

Central Office

Custom

Faculty / PI Dashboard

General Ledger

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Reports that provide insights into UCSB's purchasing activities

Faculty and staff travel expenses, including reimbursements and authorizations

Employee appointments, attributes, and HR data

Payroll transactions, pay rates, and compensation details

Reports

UCPath Employee

Reporting Area	Report		Description	Created
UCPath Employee	Jobs by Group	NEW	Summary of job positions organized by specific groups	Jul 28, 2025
	Position Roster	NEW	List of employee positions, including position titles and classifications, employee names, department assignment, FTE (Full-Time Equivalent) status, position status, and effective start date	Jul 28, 2025
UCPath Employee	Employee Funding	Coming Soon	Employee salaries and benefits and their allocation across funding sources	

Finance & Resource Management

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Stretch break!

5 minutes

Common Questions and Support Requests

Matt Erickson & Panelists

Common Chart of Accounts (CCOA)

What Purpose Code do I need to use for this transaction?

- [Purpose Code Guide](#) and [Purpose Code Scenarios](#)

How do I request a new Chart segment (FRU, Activity, etc.)?

- [CCOA Request Form](#) and [Instructions](#)

What if my legacy accounts were mapped to the wrong FRU?

- *Guidance from BFS forthcoming*

Role & Access Requests

RSAs are the only people who can submit access requests for **Gateway and Concur**. *If your access is not correct for either of these systems, reach out to [your department's RSA](#) so they can submit a request on your behalf.*

How do RSAs see what roles are currently assigned to users?

Coming soon - divisional CFOs and RSAs will receive a report of current role assignments

What information needs to be included in these requests?

The user's netID, roles, and FRUs

NEW Process: System Access Requests

Separate [ServiceNow catalog](#) for **system access** requests

- RSAs submit role requests for **Concur, Gateway, and TOE** using this form
- Only central leads can request central roles in OFC (i.e. PGM RFA, Gateway Project Analyst or Project Manager)
- Form link and instructions emailed to RSAs and central leads

System access requests submitted via the FMM Universal Request form will be closed, and users will be directed to contact the appropriate RSA or central lead for their request

UCSB Financial Systems Access Request Matrix

Campus System	How to Request Access	ServiceNow Catalog
Concur	RSA submits a ticket on behalf of employees, with Supervisor/Business Officer Approval	RSA Role Provisioning
Gateway	RSA submits a ticket on behalf of employees, with Supervisor/Business Officer Approval. <u>Exception</u> : Project Analyst and Project Manager roles are provisioned centrally during project setup.	RSA Role Provisioning
FinHub	Employee or supervisor can submit a request; routing will go to RSA	FinHub Access Request form
Transfers	Control Points will provide a list of users to the Security and Controls team	N/A
PGM Module	Project Analysts and Project Managers are identified at time of project setup. To request role changes, use the PGM ServiceNow catalog.	Projects & Grants Management service catalog
Transfers of Expense	RSA submits a ticket on behalf of employees, with Supervisor/Business Officer Approval. <u>Exception</u> : Project Analyst approval role is provisioned centrally during project setup.	RSA Role Provisioning
Legacy Data Warehouse	Employee can submit their own request; routing will go to RSA	FinHub Access Request Form

PGM-Based Approval Roles

Project Analyst and **Project Manager** approval roles are derived directly from PGM, based on the project setup. These roles are not assigned by the RSA.

Requests to change assignments on specific projects must be submitted through the [Projects & Grants Management](#) service catalog in ServiceNow.

Note: *Project Analysts assigned to Sponsored Projects must be designated Research Financial Analysts.*

Projects & Grants Management: Sponsored

Why is my award not set up in PGM yet?

Award setup is taking longer than normal due to a backlog from downtime in June, current target for backlog completion is the end of August

When can I expect my project balances to be up-to-date in PGM?

We are in our final data conversion cycle and expect projects and awards will have updated balances reflected in early August

Projects & Grants Management

Why can't I select my project value in campus systems?

Either A) the award close date has passed, B) the project personnel end date has passed, or C) the project did not convert into PGM

Why did I get notified that the CCOA string for my transaction is invalid?

- Please work with your RFA/Project Analyst to ensure you input the CCOA values based on the project setup
- If the CCOA Explorer Tool is not up-to-date, values for sponsored projects can be identified by RFA's directly in PGM

Gateway Access & Approval Status

Gateway is live!

We are working to resolve the following known issues:

- Discrepancies with provisioned Gateway roles
- Users not receiving email notifications for requisitions pending approval

Please take the following actions at this time:

- If you receive a Gateway requisition that does not match your assigned role, please let your RSA know
- Perform Gateway actions via a desktop browser to avoid errors
- Log into Gateway and review your user profile for role assignments and notification preferences
- Log in with your **active netID** and correct credentials used for SSO

Gateway Purchase Orders

PO Prefixes - What They Mean

- **GW:** Active POs using the new chart of accounts
- **XGW:** Historical only - do not use for new activity
- **FX:** Used for FlexCard purchases and authorization forms
- **CC:** Construction Contract
- **SC:** Subaward or MCA agreement

Converted Purchase Orders

- A list of converted and failed POs will be published on the Gateway landing page by the end of the week
- Converted POs can be used for payment but cannot be renewed or updated — submit a new PO if changes are needed
- To close or cancel a PO, submit a ServiceNow request

Gateway Invoicing

Processing Reminders

- If a PO has an inactive account string, departments have 10 days to provide an update; after that, a default value will be used
- Some invoices may match to closed POs — processors will correct these
- For invoices without a PO (due to conversion issues), departments will be asked to create a “Confirming” PO

FlexCard Invoices

- All transactions are loaded and ready for allocation and approval
- Users have 14 days from the load date to process
- To return an invoice for edits, reassign it to the Allocator
- Receipts must be uploaded in Gateway

Concur

We are working to resolve discrepancies with provisioned Concur roles

Where did my credit card transactions go?

- All credit card transactions still in Concur had to be pushed through (guidance from BFS on moving these coming soon)

Where did my half-prepared, unsubmitted expense reports go?

- All expense reports that utilized the old COA and had not been paid had to be deleted

Concur

Can I use a previous guest traveler?

- No, you need to request a new guest traveler as old travelers do not exist in the OFC system

What CCOA fields are needed?

- The traveler only needs to enter the FRU or Project to move the expense report on, but the DEA is responsible for adding all required fields for either GL (Entity, FRU, Fund, Purpose) or Project strings (Entity, Project, Funding Source)

Can students access Concur?

- Yes, Students and Affiliates now have access to Concur. Anyone with a netid can log into concur

Payroll and UCPath

Budget & Funding Entries

- What if 01000 is not the correct natural account for an employee?
- Which CCOA fields are required to be filled in with 0's?
- Why is my Cognos report for FY2026 missing data for employees on leave?

Salary Cost Transfers

- How should I handle SCT's needed for the prior fiscal year that cross over pay cycles? → [Journals](#)

Next Steps

Matt Erickson

Next Steps

***Next FMM Town Hall in September!
(date TBD)***

Action Items:

- Complete any training required for system access
financialtraining.ucsb.edu/trainings/training-schedule
- Download the [Whatfix browser extension for Chrome](#)
- Continue to check the [Known Issues Tracker](#)
- [Submit a ticket](#) if you notice an issue or problem

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

UC SANTA BARBARA