

May 21, 2025

UCSB Financial Management Modernization

Program Update Town Hall

Agenda

- Opening Remarks
- Update on Other Transformations
- Testing Update
- Departmental Readiness
 - Training
 - Fiscal Close
 - System Access
- Break
- Expectations for Go-Live
- Next Steps, FAQs, & Q&A

Opening Remarks

Chuck Haines

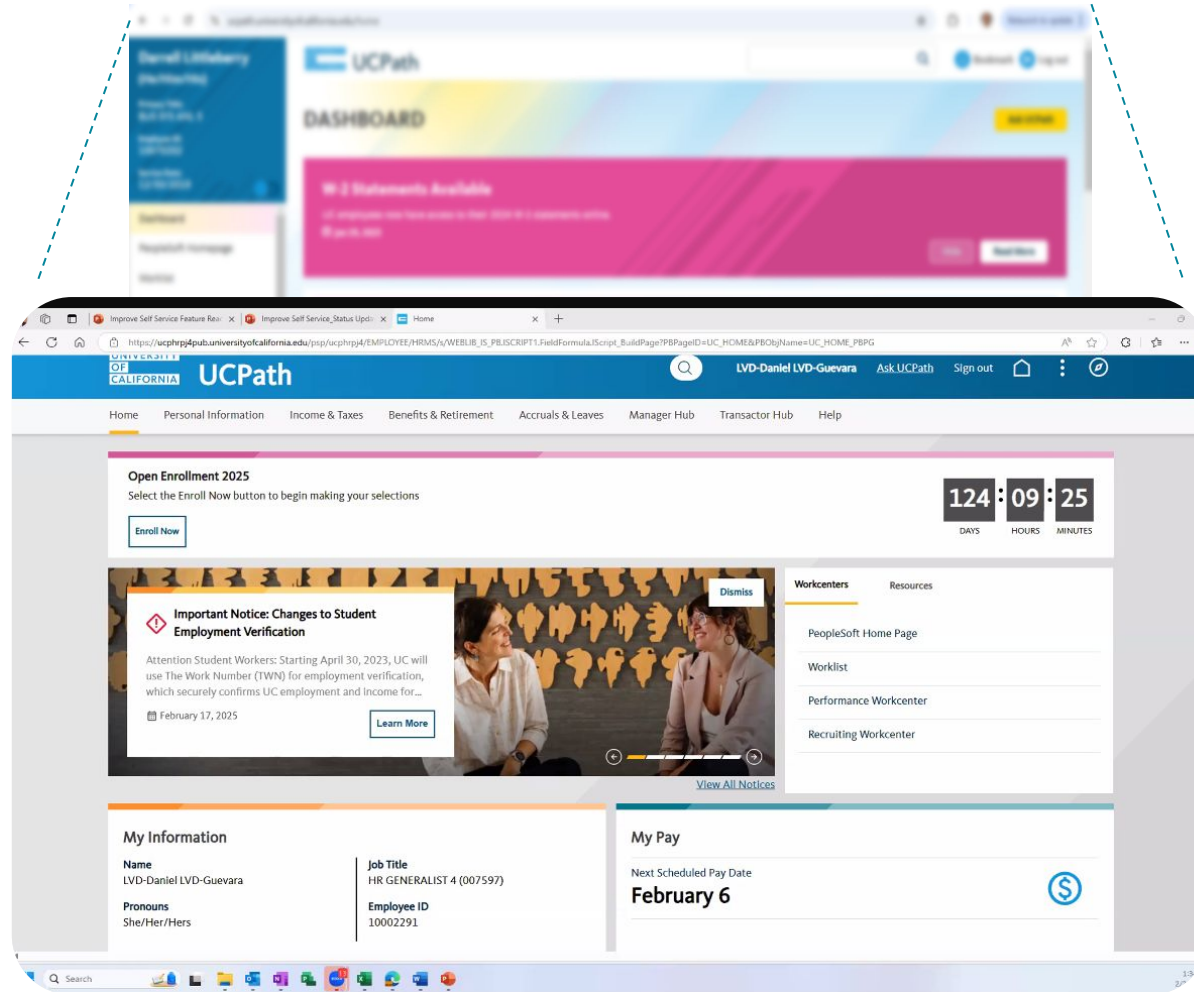
Update on Ongoing Transformations

Matt Erickson

July 2025 Brings New UCPath Portal & Self-Service

Key Changes

- UCPath Portal Landing Page look, feel, and application integration
 - *Consolidating* portal menu and PeopleSoft functionality
 - *Integrating* self-service into portal page
 - *Unifying* session timeouts



Learn More
Monday, June 16
9:30 am



Testing Update

Matt Erickson

User Acceptance Testing (UAT) Summary

What did we accomplish?

- 10 weeks of testing; 65 hours of in-person sessions
- 162 participating dept. testers
- 744 use cases tested, 20 reports tested
- 203 bugs identified

What's next?

- 4 systems requiring additional testing
 - FinHub, Gateway, UCPath, & BARC
- 72 bugs still need to be resolved

Departmental Readiness

Training Update

Sandra Featherson

What is NEW in Training?

- More robust [E-Learning Catalog](#)
- New [Legacy Account to CCOA Tool](#) in the GMC
- [Procurement Quick Reference Guides \(QRGs\)](#)
- Office Hours for PGM, Gateway, and FlexCard are now on the [OFT Training Calendar](#)

June Training Calendar

Office of Financial Training Calendar : OFT Training by Month							
2025 05 Total							
2025 06	June 2	PGM	Faculty Funds Business Process Awareness Part 2	1:00 PM	3:00 PM	Virtual	
2025 06	June 3	Gateway	FlexCard Office Hours	2:00 PM	3:30 PM	Virtual	
2025 06	June 3	Gateway	Gateway & Procurement Office Hours	9:00 AM	9:30 AM	Virtual	
2025 06	June 3	Gateway	Procurement Equipment Management Office Hours	2:30 PM	3:00 PM	Virtual	
2025 06	June 3	Gateway	Procurement Invoicing Q&A	3:00 PM	3:30 PM	Virtual	
2025 06	June 4	CCOA	CCOA Office Hours (drop-in only -- no registration required)	11:00 AM	12:00 PM	Virtual	
2025 06	June 4	PGM	PGM Office Hours (drop-in only -- no registration required)	3:05 PM	4:00 PM	Virtual	
2025 06	June 5	Gateway	FlexCard Office Hours	10:30 AM	11:00 AM	Virtual	
2025 06	June 5	Gateway	Gateway & Procurement Office Hours	1:30 PM	2:00 PM	Virtual	
2025 06	June 5	Gateway	Procurement Equipment Management Office Hours	10:00 AM	10:30 AM	Virtual	
2025 06	June 5	Gateway	Procurement Invoicing Q&A	3:00 PM	3:30 PM	Virtual	
2025 06	June 5	PGM	PGM Office Hours (drop-in only -- no registration required)	2:05 PM	3:05 PM	Virtual	
2025 06	June 5	RSA	Role Security Administrator Training (Part I)	9:00 AM	10:00 AM	Virtual	
2025 06	June 10	CCOA	Understanding the Common Chart of Accounts	10:00 AM	11:00 AM	Virtual	
2025 06	June 10	Gateway	FlexCard Office Hours	2:00 PM	3:30 PM	Virtual	
2025 06	June 10	Gateway	Gateway & Procurement Office Hours	9:00 AM	9:30 AM	Virtual	
2025 06	June 10	Gateway	Procurement Equipment Management Office Hours	2:30 PM	3:00 PM	Virtual	
2025 06	June 10	Gateway	Procurement Invoicing Q&A	3:00 PM	3:30 PM	Virtual	
2025 06	June 10	PGM	Faculty Funds Business Process Awareness Part 3	1:00 PM	3:00 PM	Virtual	
2025 06	June 10	RSA	Role Security Administrator - Office Hours	1:00 PM	2:00 PM	Virtual	
2025 06	June 11	PGM	PGM Office Hours (drop-in only -- no registration required)	3:05 PM	4:00 PM	Virtual	
2025 06	June 12	Gateway	FlexCard Office Hours	10:30 AM	11:00 AM	Virtual	
2025 06	June 12	Gateway	Gateway & Procurement Office Hours	1:30 PM	2:00 PM	Virtual	
2025 06	June 12	Gateway	Procurement Equipment Management Office Hours	10:00 AM	10:30 AM	Virtual	
2025 06	June 12	Gateway	Procurement Invoicing Q&A	3:00 PM	3:30 PM	Virtual	
2025 06	June 12	PGM	PGM Office Hours (drop-in only -- no registration required)	2:05 PM	3:05 PM	Virtual	
2025 06	June 12	PGM	Sponsored Projects: Portfolio Overview	1:00 PM	3:00 PM	Virtual	
2025 06	June 13	EPM - Transfers	EPM - Transfers and Revenues	10:00 AM	12:00 PM	Virtual	
2025 06	June 16	PGM	Faculty Funds for Dean's Office Workshop	9:00 AM	11:00 AM	In Person	
2025 06	June 17	Gateway	FlexCard Office Hours	2:00 PM	3:30 PM	Virtual	
2025 06	June 17	Gateway	Gateway & Procurement Office Hours	9:00 AM	9:30 AM	Virtual	
2025 06	June 17	Gateway	Procurement Equipment Management Office Hours	2:30 PM	3:00 PM	Virtual	
2025 06	June 17	Gateway	Procurement Invoicing Q&A	3:00 PM	3:30 PM	Virtual	
2025 06	June 17	PGM	Faculty Funds for Dean's Office Workshop	1:00 PM	3:00 PM	Virtual	
2025 06	June 17	PGM	Sponsored Awards: Post Award Forms and Communication	10:00 AM	12:00 PM	Virtual	

Required Training: Systems

Gateway ([Learning Pathways](#) and [Role Matrix](#))

- ***Must complete training prior to access***
- Role-based training - *coming soon*
- E-learning modules in UC Learning Center
- Training will be assigned in the UCLC once role assignment is completed

Concur ([Learning Pathway](#))

- No training required
- Recommended:
 - Business Process Changes (e-learning)
 - Concur Deep Dive (e-learning)

Required Training: Processes

Recharge Centers ([Learning Pathway](#))

- Income & Recharge Basics (*e-learning*)
- Recommended:
 - Internal Recharge Billing (*e-learning*)
 - Income & Recharge Center Management in Future State (*e-learning - coming soon*)

Transfers of Expense (TOE)

- Cost Transfers - *available in June*

Required Training: Processes

Transfers of Funds

- Using the Transfers System (*live classes offered May-June*)
- Recommended:
 - EPM Terminology and Reporting (*e-learning*)

FinHub/Reporting

- Overview (*coming soon*)

Required Training: Roles

Role Security Administrators

- [Role Security Administrator Training](#) (Part I) (*e-learning*)
- [IS-3 Electronic Information Security](#) (Part II) (*e-learning*)

Next RSA Training (Live): Thursday 6/5, 9-10 am

Office Hours:

- Tuesday 5/27, 10-11 am
- Tuesday 6/10, 1-2 pm

Required Training: Research Financial Analysts

By June 30

- OFC Overview (*coming soon*)
- PGM Overview (*coming soon*)
- Introduction to Managing Sponsored and Faculty Projects in OFC
- Sponsored Awards:
 - Post Award Roles & Responsibilities
 - Award Setup & Maintenance in PGM (3-part series)
 - Post Award Forms and Communication
- Project Analyst in Learning Pathways for Gateway and Concur

By September 30

- Sponsored Awards:
 - Costing & Financial Management
 - Subawards & MCAs
 - Deliverables, Billing, and Cash
 - Award & Project Closeout and Final Reporting
 - Managing Cost Share
- Sponsored Awards & Faculty Funds: Portfolio Overview
- Fabrications
- EPM - Project Forecasting
- Cost Transfers (*coming soon*)
- FinHub (*coming soon*)

Required Training: Project Analyst on Faculty Funds

By June 30

- OFC Overview *(coming soon)*
- PGM Overview *(coming soon)*
- Introduction to Managing Sponsored and Faculty Projects in OFC (E-learning)
- Faculty Funds Business Process Awareness (2-part series)
- Project Analyst Training in Learning Pathways for Gateway and Concur

By September 30

- Fabrications *(coming soon)*
- EPM - Project Forecasting *(coming soon)*
- Sponsored Awards & Faculty Funds: Portfolio Overview *(coming soon)*
- Cost Transfers *(coming soon)*
- FinHub *(coming soon)*

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



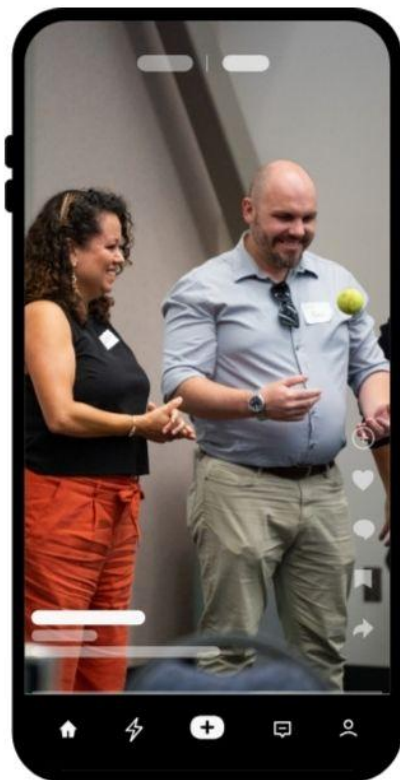
**Transfers of Expense
Reviewer**
Training Required



FinHub
Overview/Navigation Training
Required



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



***Dependent on Role/Job Function**

Tools and Resources for Departments

Common Chart of Accounts

- CCOA Explorer Tool (Power BI)
 - [Videos](#)
- CCOA Chartstring Lookup Tool (GMC)
 - [Video](#)
- Handouts
 - [Purpose Code](#)
 - [Award/Purpose Code](#)
- Dept [Template](#) for Legacy to Chartstring Mapping
- POETAF Guide (*coming soon*)
- [Office Hours](#)

Other

- Learning Pathways
- Gateway Roles Matrix
- Concur Role Guidelines
- E-Learnings

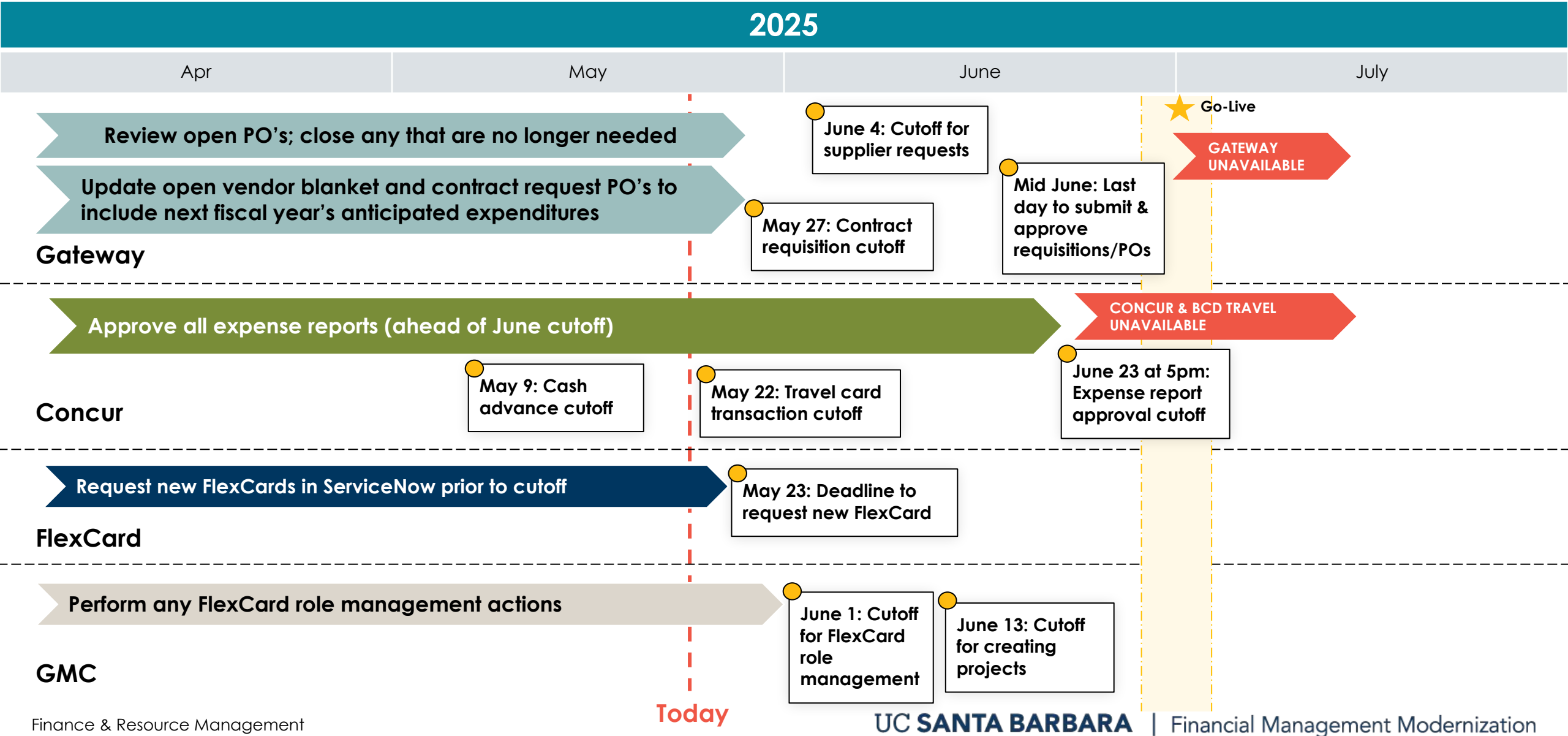
Coming in June

- EPM
 - Transfers
 - Project Forecasting
- Financial Journals
- FinHub - Overview of Reporting
- PGM Training
- Transfers of Expense/Cost Transfers
 - Multi-Course
- Post Go-Live Roadmap
- Reconciliation Guidance

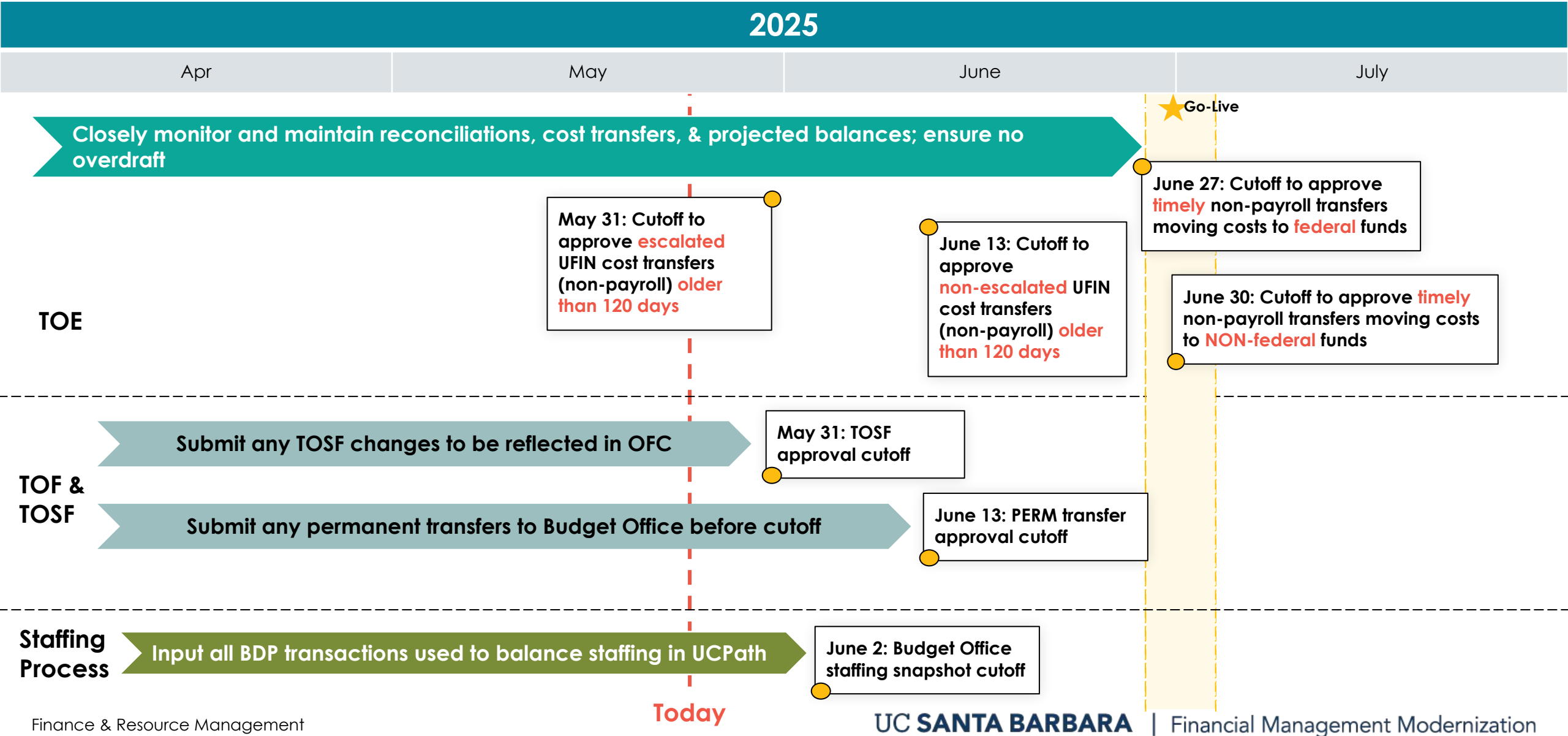
Fiscal Close

Devlin Seymour

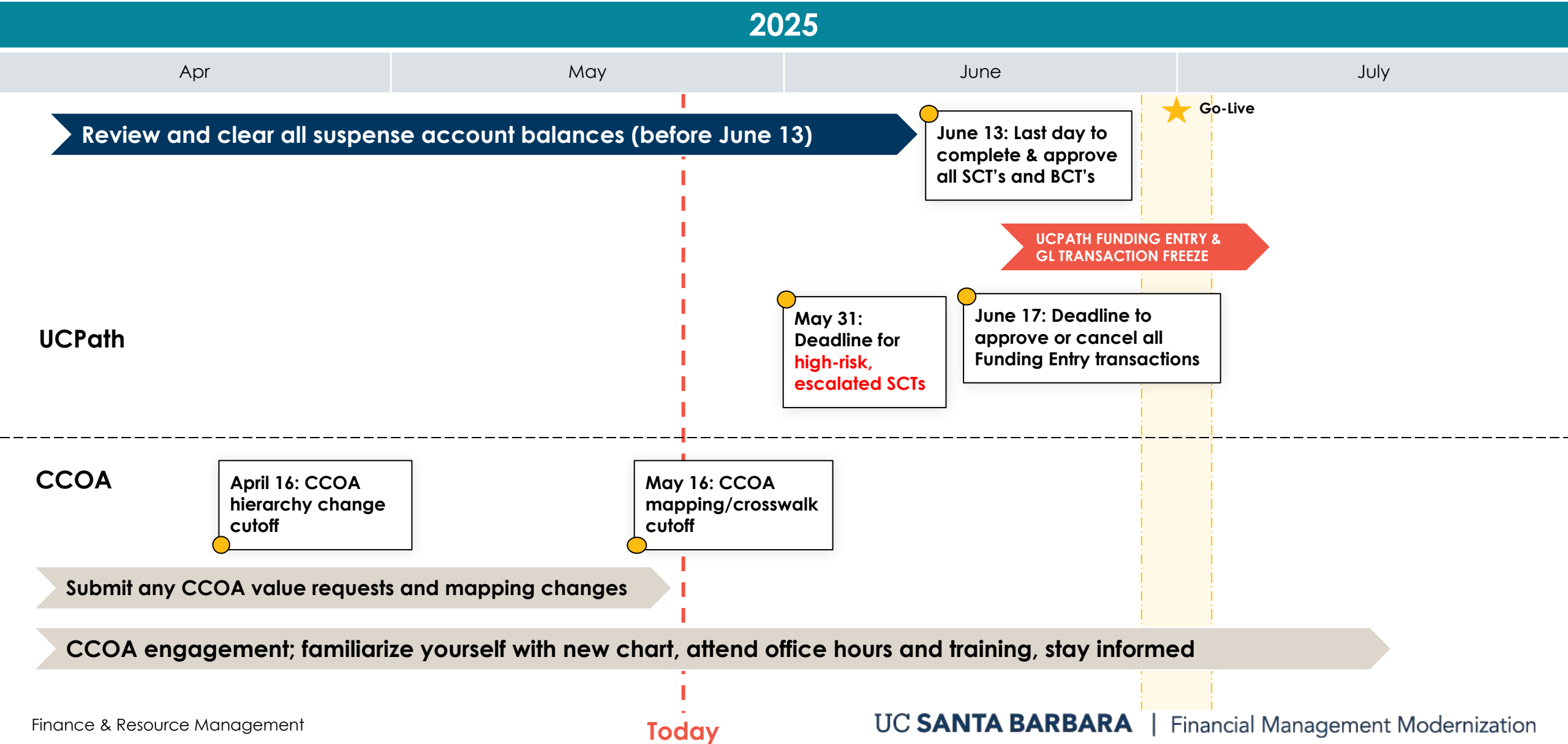
Fiscal Close Prep: Actions for Depts



Fiscal Close Prep: Actions for Depts



Fiscal Close Prep: Actions for Depts



Staying Informed: Cutover Calendar

University of California, Santa Barbara

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financemanagement.ucsb.edu/prepare

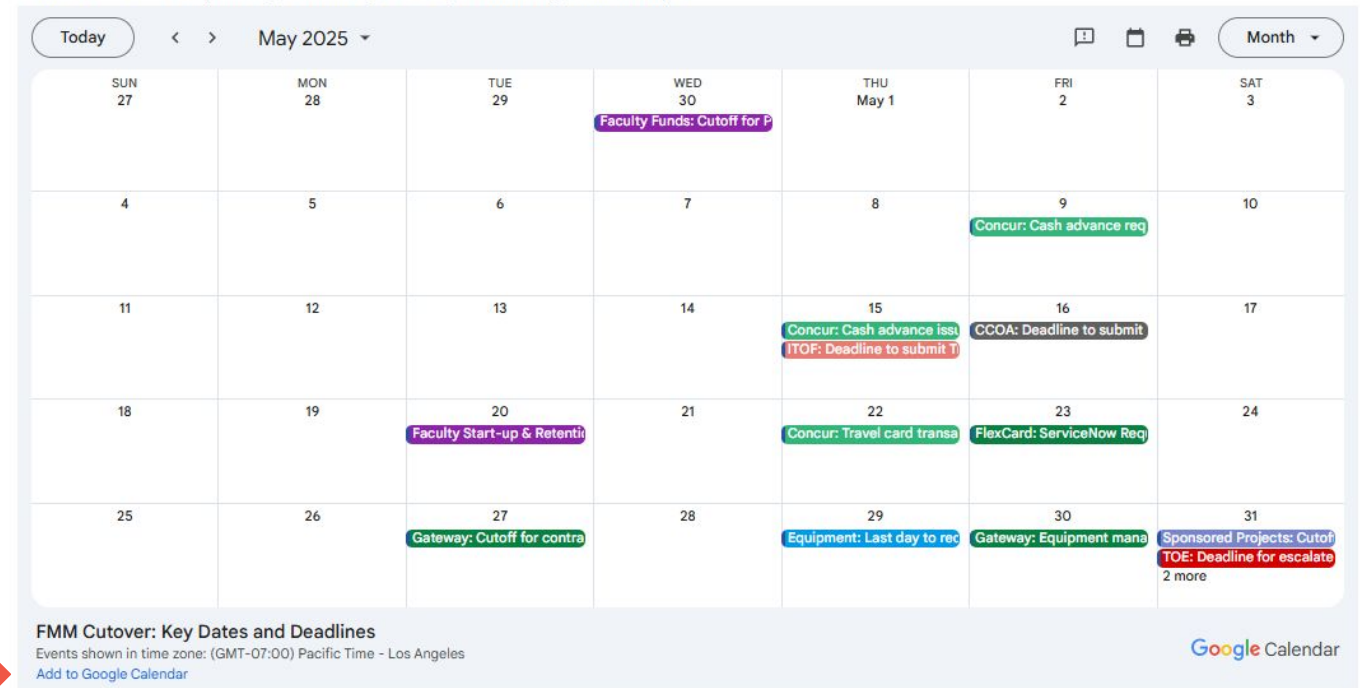
About People For Departments Resources News Contact



- 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

Role Provisioning Process: Concur & Gateway

Role Security Administrators (RSAs) are working with Business Officers and Divisional Control Points to identify users and appropriate access levels

Reminder: RSAs must submit the completed worksheet by **end of day Monday, June 2**

Role Provisioning Process Reminders

Concur

- Only one Dept Expense Administrator (DEA) per Department
- Only one FRU Approver per FRU
- Can use Delegates for DEA/FRU Approver Backups

Gateway

- Shopper Role does *not* need to be assigned on template
- Each Dollar Level must be assigned (Levels 1-4), per FRU

FAQs Available on OFT Website

Role Provisioning Process: Project & Grants Management (PGM)

All PGM project-related role provisioning will be done centrally by Academic Affairs and Research

- Project Analyst
- Project Manager roles for Gateway and Concur
- Projects Reviewer role for the new TOE system
- Research Financial Analyst role for PGM

No action needed for RSAs

Role Provisioning Process: FinHub

Prior to Go-Live

- FinHub user access will be populated based on current access to the campus Data Warehouse
- Access will be at Level 6 - DeptID

Post Go-Live/New Users

- Continue to use the existing ServiceNow form with an added “FinHub” option

*Continue to request access to historical reports in **EZ Access** and **Online GL** using **ServiceNow***

Role Provisioning Process: Coming Soon

Enterprise Performance Management (EPM)

- Transfers: FRU-based access to create/review
- Initial provisioning by FRU will be determined in consultation with financial control points
 - **No action needed for RSAs**
- FRU-based user access will be provided in late June for Transfers, Annual Plan, Workforce Planning and Project Forecasting

Transfers of Expense (TOE)

- TOE provisioning will be done after go-live

Stretch break!

5 minutes

Expectations for Go-Live

Jim Corkill

What will Day 1-15 look like?

Department staff who have completed training and have access will be able to:

- Make purchases using a FlexCard
- Book travel using **Connexus**
- Pay for travel and entertainment expenses using the Corporate Card
- Hire staff in UCPath

Note: UCPath Funding Entry Freeze through July 6

What will Day 16-30 look like?

Department staff who have completed training and have access will be able to:

- Make purchases using a FlexCard and Gateway
- Book travel using Concur/BCD
- Pay for travel and entertainment expenses using the Corporate Card
- Hire staff in UCPath, using funding end dates (for Projects)

When will I be able to see my department data?

Mid-July

EZ Access/Data Warehouse and Online GL

- Prelim GL Data

EPM

- Prelim converted 2025-26 Budget

Mid-late August

FinHub*

- Reports will be released in a staggered fashion (includes all subject areas)
- June 30, 2025 balances
- June 30, 2024 and 2023 balances
- Summary data at the Level 6 Dept ID

**subject to change*

When will I be able to see my department data?

Late August/Early September

FinHub*

- Faculty/PI Dashboard
- PGM Admin Dashboard
- Carry Forwards

EZ Access (Data Warehouse)/Online GL

- Final June Ledger

PGM

- Project Balances

**subject to change*

When will I be able to do....

Transfers of Expense (*anticipated*)

- Projects: Early August
- Non-Projects: Late August

Transfers of Funds

- Mid July

Project Forecasting

- Limited access mid July
- Full access late August / early September

Dependencies

- Loading of FY 2025-26 balances and budget
- Loading of project balances and budget
- Fiscal close 2024-25
- Carry Forward process after fiscal close

How will I reconcile my Ledger?

Campus guidance anticipated in July

Operational (Non-PGM)

- Moving from a Detailed Review to a Materiality Review
- The “Annual Plan” will become a critical piece of financial management
 - Comparison of Annual Plan to Actuals
 - Variance review and explanation

PGM/Projects

- Payroll Variance Report available in Project Forecasting

Expected Challenges

- Additional time for coding transactions while adjusting to the new Common Chart of Accounts
- Reporting - verifying the converted data and finalizing fiscal close
- FRU hierarchy - data mapping
- New business processes

Additional processing times - central staff are also learning

Where do I go for help?

The Program Team is planning a period of extended support which consists of three areas:

Help Desk: Incidents and Requests

Users call a help line or create tickets via ServiceNow as the first step in obtaining support from the FMM team

Command Center Meetings

Daily cross-team meetings to ensure prioritization of urgent support requests (those preventing users from performing normal business operations)

Campus User Support

Office Hours: Functional areas host sessions for non-urgent questions and help with application navigation

In-Person User Labs: Forum to resolve critical requests that must be addressed immediately

How can I help facilitate this transition?

- Patience with central staff and each other
- Attend the trainings needed for your role/position
- Understand the CCOA
- Share your knowledge with others (*and the training team*)
- Utilize the training resources available - e-learning, guides, etc.
- Prioritize key issues/problems and submit tickets
- Provide constructive feedback, participate in surveys, help us understand the issues

Next Steps

Matt Erickson

Next Steps

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

Wednesday, June 18 from 10am-12pm in Corwin Pavilion (hybrid)
Invitation coming soon

Action Items:

- Register for any upcoming training sessions that are applicable to your role or systems used financialtraining.ucsb.edu/trainings/training-schedule
- **Be aware of early fiscal close deadlines and how they impact your department;** map out key activities and necessary approval time
- Add the [FMM Cutover Calendar](#) to your UCSB Google Calendar

Reminders:

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

Addressing Common Questions

Matt Erickson & Q&A Panelists

Frequently Asked Question: BFS Forms

How will we process miscellaneous payments such as Direct Bills, Misc. Direct Payment Requests, etc? Will the forms be up to date and where can I find them?

These forms are being created and will be available on or before July 1. They can be found at [bfs.ucsb.edu/accounts-payable/forms.](https://bfs.ucsb.edu/accounts-payable/forms)

Frequently Asked Question: Budgeting Process

How should we handle balances at the end of this fiscal year ahead of the new Annual Plan tool and processes?

Sub Account balances do not need to be consolidated. They will be transferred into designated Carryforward accounts within the CCOA after go-live. Revenue accounts should be fully budgeted to prevent re-estimated income.

Balances will be carried forward to the new system once FY 2025 has been officially closed in the PeopleSoft system.

Frequently Asked Questions: Summer Salary

Can you clarify which summer salaries should be entered in UCPath before June 17 and which ones should not be entered until after July 1?

The guidance is to enter summer salary for sponsored projects in advance for the whole summer – June, July, August, and September – before June 17.

If you're funding that summer salary for July, August, and September on any category of project (e.g., Start-Up funds) for which there isn't a mapping, you should hold off on entering these. You can enter June summer salary now because it's prior to the July 1 cutover.

Frequently Asked Questions: Concur

Can you clarify what happens to travel charges if a Concur expense report is not approved by the June 23 deadline? How will we fix charges that hit a default account?

Expense reports not approved by this deadline will be closed in Concur. T&E credit card charges will be posted to the default account string assigned to the card.

Out of pocket expenses will be returned to the user and will need to be added to a new expense report once Concur is back online on July 15.

Charges to the default string will need to be corrected with a journal.

Frequently Asked Question: Procurement

Will vendor blankets that are in the system today be available to use post go-live?

Yes, all open vendor blankets (VB's), Contract Requests (Contracts), and form-based PO's with positive balances will be converted to Gateway and available when the system is back online on July 16.

Departments can request changes to converted PO's using the standard VB and Contract modification forms post go-live.

VB's and Contracts that fail the conversion process will be identified in a shared Google workbook. Departments will need to request new VB's and Contracts for PO's that fail conversion.

Q&A

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