WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
- Sessions are conducted via Zoom and will last no longer than 30 minutes
- Participants will be muted during the session
- Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
- The Mini Tune-up website will be updated with session details and information
SUBMITTING A JOURNAL REQUEST

Jim Corkill, Controller
Susan Esparza and Olga Mery
What are the options available to transfer expenses (non-payroll entries)?

- TOE system
- UFIN 120
- Financial Journals
- Credit Card Deposits & Fees Journal
- And if you need to charge another UC campus, UFIN 116-1
Can all departments use each of these forms?

- TOE system, UFIN 120 and UFIN 116-1 are available to all departments
- Credit Card Deposits & Fees Journals are restricted to authorized departments
- Financial Journals are restricted to authorized departments –
  - Recharge fund (sub 9)
  - Capital projects (construction)
  - or as needed
How do I fill out a Financial Journal form correctly?

- Update the MS Excel Template to the current reporting date in cell O6.

- If you are importing data from another source, be sure to use the Paste Special function and select only values.
(continued)

- If you are using the Departmental FAU fields, ensure that these fields have been previously set up in the GMC at least the night before. That setup will allow the General Ledger system to recognize these fields as valid and will load them.
What happens if I don’t fill the journal out correctly?

- Fatal errors which prevent journal processing – i.e., invalid account or fund numbers, invalid chart field combinations, unbalanced journals, journals with improper (or imported) formatting, formulas, or extraneous data in fields
- Formatting errors could cause a specific row to be dropped or ignored
- Errors in the Departmental FAU fields are not fatal; these fields will be blanked out (will not upload)
- Could cause delays or exclusion of your journal
Submitting Financial Journals

- Preparer and Approver must print and sign in signature box including phone extension and date. Approver is person responsible for assuring that the journal is a reasonable and valid transaction that is in accordance with campus and UCOP policy (i.e., MSO, BO, Manager).

- Email Excel Journal to B&FS Data Unit at gldata@bfs.ucsb.edu no later than 4pm on the 1st business day after the end of the month (Note: CC deposit/fees journals are due on the second business day- the day after bank statements are sent to the departments by General Accounting).

- Deliver original signed journal to attention of B&FS Data Unit within 24 hours of Excel journal submission and by the cutoff noted above. Send supporting back up via paper or pdf. If the original signed journal is not received, the journal will not be posted.
Questions & Answers

Q: If the hard copy is being uploaded to Peoplesoft, why are we not just operating with the emailed version that can be uploaded to Peoplesoft?

A: That is an excellent question and that is our goal. We are working with campus partners to address their control concerns so that we can move in that direction. We are exploring the implementation of Docusign to meet those concerns and eliminate the need for the paper journals. We are still in the exploration stage on this project.
Q: Can you tell us if the journals and back up will be available in data warehouse?

A: That is an excellent idea. We will work with ETS to see how big of a project this is. We may have some issues to work through on permissions as well. Thank you for suggesting this!
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

Please feel free to contact us