This memo is being sent out to all DBR to help increase understanding of the UPS CampusShip process currently happening in many departments across campus. Please forward this on to relevant areas in your college/division. Because different individuals in each department use this process, it is important this comes to their notice.

The current CampusShip process necessitates a great deal of manual manipulation. In order to help decrease the amount of errors, please submit your coding (in "Reference #2", on the UPS electronic CampusShip form) in this format: Department (6-digits), space, Fund (3-digits), space, Program (1-digit), space, Project (if one is needed, 7-digits). You do not need to include the 3710 Account code, as that will be added for you.

Correct coding will look like this (when there is no project): 030500 101 5
Or this (when there is a project): 030500 101 5 PRJXX55

In addition, it is important that each UPS account have a Default funding string on file with UPS (this is automatically populated for you in "Reference #1" on the UPS electronic CampusShip form) in the format described below. If you do not have Default coding in this format on file, you will be contacted in the coming weeks to change it. In the meantime, feel free to send all default coding edits to Katie Heckel at kathrynheckel@ups.com. (You will need to have your CampusShip account number handy, for this or in any communication with UPS.)

Starting on April 13, 2009, coding not submitted in the correct format or incomplete coding, will be put on the default coding for each department. This will necessitate Non-Salary Cost Transfers to move the money back onto the right fund and/or project.

We want to avoid as many errors as we can and we feel this is the best way to do it. Thank you in advance for your flexibility and understanding as you help us to make this process run as smoothly as possible.

Thank you,

Kate Pertzborn
Accounting Services