**Limited Edition Newsletter: Learning the Fiscal Close Bundle**

We are excited to announce the launch of the Limited Edition Newsletter: Learning the Fiscal Close Bundle, a limited-edition newsletter issued three times a year to help you with monthly updates and deadlines related to Fiscal Close.

You can register for the newsletter at [www.ucsd.edu/finance/limbundle](http://www.ucsd.edu/finance/limbundle).

**Fiscal updates will be posted in the Learning the Fiscal Close Bundle.**

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**Reading Room: General PP&M Issues**

Learning at June 2, 2022 And here is the start of our Monthly General PP&M Newsletter. This will be the start of our Monthly General PP&M Newsletter. We will be providing updates and answers to questions from the budget and finance community. We will also be providing updates and answers to questions from the budget and finance community.

**Support Framework: Your Guide to Finding Help**

The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, understand the types of resources available to them, and identify where to go for quick answers.

**Oracle Preferred Browser**

Oracle is the preferred browser for Oracle. Using any other browser while navigating within Oracle can result in disruptions or errors when submitting documents. If you do not have Firefox downloaded, we recommend you do so via their official website.

**FAQ on Mozilla Firefox**

Firefox is the preferred browser for Oracle. Using any other browser while navigating within Oracle can result in disruptions or errors when submitting documents. If you do not have Firefox downloaded, we recommend you do so via their official website.

**Quick Tip: Searching with Dropdown Menus**

With a dropdown menu, you can enter the first letters or numbers of the value you are looking for. You can type as you normally would, without pauses between each letter and number.

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**Trainings & Support**

**Training: Introduction to Oracle Procurement & Payables**

To help students, staff, and faculty better understand the procurement process, the Financial Operations Office is offering a series of training sessions. The purpose of this training is to provide an overview of the Oracle Procurement & Payables system and familiarize participants with its key features and functionalities.

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**Bi & Financial Updates**

**Introduction**

Quick Tip: Submitting Work & Document Requests

When using a browser to upload a document request, it can be time-consuming to submit a request for approval. To save time, we recommend using the following steps:

1. **Open your browser and navigate to** [www.ucsd.edu/finance/workrequests](http://www.ucsd.edu/finance/workrequests).
2. **Click on the Work & Document Requests tab**.
3. **Select the appropriate request type**.
4. **Upload your document(s)**.
5. **Submit your request**.

**The Supplier Framework**

The Supplier Framework is designed to help suppliers understand the procurement process and how to submit invoices in a timely manner.

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**Tips & Tricks**

**Quick Tip: Submitting Work & Document Requests**

When using an email to upload a document request, it can be time-consuming to submit a request for approval. To save time, we recommend using the following steps:

1. **Open your email and compose a new message**.
2. **Add the appropriate recipients**.
3. **Attach your document(s)**.
4. **Send your request**.

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**Upcoming Release: PADUA 2.0**

This week the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer questions.

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**Fund Management Office Hours**

Next Thursday, March 24, 2022, there will be open Q&A. Bring your questions and struggles. Nothing a fund manager can’t figure out! See the UC San Diego Budget & Finance YouTube channel for details.

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