Limited Edition Newsletter: Learn the Fund Management Office Hours. A limited edition newsletter issued every May to help you with timely updates and guidelines related to Fiscal Close. [Link to newsletter]

Finance updates will be posted for the Fund Management Office Hours blog.

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**Finance Updates:**

**Upcoming Release:** PADUA 2.0

**Upcoming Release:** Oracle - Buying and Paying for POs

**Upcoming Release:** Fiscal Close Updates

**Upcoming Release:** Create New General Projects

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**Fund Management Office Hours**

*May 24, 2022*

**Next Thursday, Marissa Prough will conduct a demo of the newly launched PADUA 2.0 tool.** The new tool allows users to update project personnel, project name, project classification, and reporting category, as well as create new general projects. [See Announcements for more details.]

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**Oracle: Buying and Paying for POs**

**Thursday, June 2, 2022 @ 9:00am - 11:00am**

Oracle Procurement & Payables are designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as:

- Project and Award Data Update Application (PADUA) 2.0
- Users will have the ability to individually Generate PPM Invoices per PPM Contract. This will be time-saving for users that create an event and need to invoice immediately or when multiple events created in a single day require individual invoices.

[See the Oracle Procurement & Payables eCourse for quick links to various resources available to you.]

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**Tips & Tricks**

Quick Tip: Managing with Direct Retro

When using a prompt on a Cognos report that is a dropdown menu, don't scroll! Simply open the menu and start typing the first letters or numbers of the value you are looking for. Type as you normally would, without pauses between each letter and number.

Quick Tip: Searching with Dropdown Menus

When using a prompt on a Cognos report that is a dropdown menu, don’t scroll! Simply open the menu and start typing the first letters or numbers of the value you are looking for. Type as you normally would, without pauses between each letter and number.

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