Budget & Finance Weekly Digest

May 24, 2022

72nd Edition

Limited-Edition Newsletter Launch: The Fiscal Close Bulletin
We are excited to announce the launch of the Budget & Finance Fiscal Close Bulletin, a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close. View the third edition here!

Timely updates will be posted on the Fiscal Close Updates Blink page.

Upcoming Release: Generate PPM Invoices
Launching on June 1, 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. View the 05/20 Financial Operations Office Hours and the Knowledge Base Article (KBA) Creating a Billing Invoice in Project Portfolio Management (PPM) for more information.

Upcoming Release: PADUA 2.0

Launching on June 1, Project and Award Data Update Application (PADUA) 2.0 will be live for campus users. This initial release will allow the following Project elements to be updated:

- Project Personnel
- Project Name
- Project Classification
- Reporting Category

This launch also allows users to create new General Projects **without submitting a ticket**!
Future releases will allow the following:

- Task Updates
- Award Updates
- Mass Updates

Only authorized users will be able to create and edit general projects. To grant users access, please complete this form. After go-live, access will be granted as requested through the Oracle Role Request Form. For more information watch this linked PADUA 2.0 Demo and review Knowledge Base Article (KBA) How to use PADUA 2.0.

Please attend the Fund Management Office Hours on June 2 to observe a live demonstration of PADUA 2.0.

Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

Fund Management Office Hours

Every Thursday @ 11:00am - 12:00pm

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to figure out the source of a GL-PPM discrepancy? Can't figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

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.

Oracle: Buying and Paying for PO Requisitioners

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

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as 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.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Have Finance-related questions?
Call the UC San Diego Finance Help Line.

(858) 246-4237 **Tuesdays - Thursdays | 10:00am - 12:00pm & 1:00pm - 3:00pm**

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

Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics.
Be sure to try out the different calendar views in the upper right corner!

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. The list will jump to the value you are typing.

Oracle Preferred Browser

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.

The Support Framework: Your Guide to Finding Help

Learning all there is to know about budget & finance can feel daunting.

Support Framework

Not sure where to find answers? Our support framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify resources.

TIER 0

What Can I Do On My Own?

Applies to you if you:
- Want to find published support information anytime
- Don't want to wait in line for your question to be answered
- Don't know who your department Subject Matter Experts (SME's) are

Self-Service Resources:
- Your immediate Supervisor
- Budget & Finance User Group
- Knowledge Base Articles
- Community of Practice
- Published Information in Blink
- Training Videos

TIER 1

Where Can I Find Answers?

Applies to you if you:
- Have a question that is unable to be answered by your department SME or self-service resources
- Have a question that can be quickly answered by a knowledgeable representative

Resources:
- Attend an Office Hours session
- Contact the Finance Help Line
- Submit a request ticket in Services & Support

TIER 2

Where Do I Go to Submit a Request?

Applies to you if you:
- Have a question that is unable to be answered in Tier 1
  - These questions typically require research
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"
- Identify something that does not seem to be working properly

Resources:
- Find the form in our Request Catalog to process your transaction request

TIER 3

Where Do I Go to Request an Enhancement?

Applies to you if you require:
- Report or System Enhancements including:
  - Advanced Configuration
  - Security Administration
  - Functional Integration

Resources:
- Enhancement Request Form
- Business Analytics Hub Help Page

View the full Support Framework on Blink.

UC San Diego BUSINESS AND FINANCIAL SERVICES

The **Support Framework** is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do **on my own**?
- Where can I **find answers**?
- Where do I go to **submit a request**?
- Where do I go to **submit an enhancement or idea**?

Bookmark or download a copy for quick links to various resources available to you.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.
Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.

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UC San Diego

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