Upcoming Release: PADUA 2.0

Next Thursday, Marissa Prough will conduct a demo of the newly launched PADUA 2.0 tool. The new tool allows users to create new General Projects with a few easy steps.

To view this demo, go to the UC San Diego Finance Help Line website and select the "Upcoming Events" tab. The event will be recorded and available for viewing later.

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

Future releases will allow the following Project elements to be updated:

- Project Personnel
- Project Name
- Project Classification
- Project Description
- Task Costs
- Event Dates
- Event Personnel

Oracle: Buying and Paying for PO Requisitioners

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

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

Please note the following information:

- This course is a required prerequisite for registration.
- Please bring your own laptop or access to a computer lab.
- This course is limited to 25 participants.
- Registration closes on Wednesday, May 25, 2022.
- To register, go to the UC San Diego Finance Help Line website and select the "Upcoming Events" tab.

See Announcements for more details.

Mass Updates

Quick Tip: Submitting your Milestone Report

When using the Milestone Report template, don’t forget to enter the due date and time. Make sure you fill in all the required fields, including Milestone Report Description and Milestone Status. You can also view your report and verify if all the data was entered correctly.

For more information watch the UC San Diego Finance Help Line YouTube channel.

Tips & Tricks

Oracle Role Request Form

Don’t forget to check the Oracle Role Request Form for quick links to various resources available to you.

For more information, please contact...