**Limited Edition Newsletter: Learn the Fund Management Details**

We are excited to announce the launch of the Budget & Finance Fund Management Bulletin, a limited-edition newsletter issued the first Tuesday of every month, to help you stay updated with the latest news and information. For more details, please visit our official website.

**Budget & Finance Weekly Digest**

May 24, 2022

**Getting Ready for Fiscal Close**

**Upcoming Release:**

**PADUA 2.0**

Starting on June 1, a 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 Person**
- **Project Name**
- **Project Classification**
- **Project and Reporting Category**
- **Project Personnel**

![Image 211x272 to 400x539]

**How to use PADUA 2.0**

For more information watch the linked PADUA 2.0 Demo.

**Fiscal Close Updates Blink**

Each Tuesday, the Weekly Digest provides important updates related to Fiscal Close. See the third edition here.

**Fiscal Close Updates**

May 24, 2022

**Upcoming Release:**

**Oracle: Buying and Paying for PO Requisitioners**

Thur., 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 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 attend the Financial Management Office Hours on June 2 to observe a live demonstration of PADUA 2.0.

**How can I find answers?**

Get started using our Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, find all the information they need.

**Training & Support**

**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.

**How to submit a request?**

For more information please complete this form.

**How to get your direct retro with cap gap to work?**

See a wire transfer or quick reference.

**Where can I submit a request?**

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to understand why your direct retro is not working? See a wire transfer or quick reference.

**Bi & Financial Reporting**

**How can I get your direct retro with cap gap to work?**

See a wire transfer or quick reference.

**What can I do if I don’t see what I need?**

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