When budgeting, you need to identify your resources and plan accordingly. The follow-

1. How do I identify my responsibilities and resources?  
2. Who can I contact for help?  
3. Where can I find more information on budgeting and finance?  
4. What can I do if I have questions or need assistance?  

To help you identify their responsibilities and resources, the following questions are designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their responsibilities and resources. The questions are intended to assist you in preparing for the upcoming fiscal year and to ensure that you have the necessary tools and resources to succeed.

New UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions. The new report will be demoed at this office hours. There will also be time for open Q&A.

New Exception Reports have been released on the Department Exceptions Panorama to help you identify issues in Oracle transactions that were recorded without a project in the General Ledger. This report can be used to identify invoices that have failed to post in Oracle and require corrective action. See the BI & Financial Reporting section for more information.

Oracle Workflow Notification Updates Coming 08/29/2022

Due to limited functionality, the following notifications cannot be updated at this time:

1. Project Cost Adjustment
2. FYI Purchase Order Implemented
3. Contracts
4. Requisitions, Purchase Orders, and Change Orders
5. Journals
6. Contract Invoices
7. Accounts Payable Invoices and Invoice Holds

Over the past several months we have been working on updating the Oracle Workflow Notifications with more detailed information to allow you to take advantage of the ability to approve your transactions via email. You can review the details of the changes we have made and the corresponding notification modifications here.

A new KBA has been published to help answer some common questions about closing projects and tasks. Read the article to learn more: How to Use PADUA 2.2 KBA

Launched on August 22, 2022, additional features of the Project and Award Data Update Application (PADUA) tool are now available. Users are now able to Create New Tasks, Update Task Names, Update Task End Dates, and Update Task Status. The PADUA tool is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their responsibilities and resources. The questions are intended to assist you in preparing for the upcoming fiscal year and to ensure that you have the necessary tools and resources to succeed.

Travel & Expense

Travelers who booked their airfare with Concur, Balboa Travel, or Kahala saved an average of $134 per ticket in addition to $227,353 in added contract savings! Didn't book in Concur or with a partner agency? Be sure to book your airfare the Triton way during the spring quarter were automatically entered into an opportunity drawing to win a $25 Visa Gift Card. Congratulations to this quarter's winner, Professor Izzo from Political Science!

The Non-Sponsored Generate Invoice Process Errors report identifies errors that do not require correction. See the BI & Financial Reporting section for more information.

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

Tips & Tricks

The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their responsibilities and resources.

To get started, you can:

1. Visit the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and more! To view the calendar, click here.

2. Click to access the New Exception Reports section.

3. Click to access the Announcements section.
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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