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May 31, 2022 | 73rd Edition

Fiscal Close Bulletin Update
Because of yesterday's Memorial Day Holiday, the next Fiscal Close Bulletin will be released **next Monday, June 6**.

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

Upcoming Departmental Action Deadline
This Friday, June 3 (end of day) is the **last day to submit Travel Expense Reports associated with foreign wire payments for June posting**. Be sure to include the required documentation and final departmental approval. For more information, please refer to the How to Process a Travel Wire KBA.

New 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.

New 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 updates to Project elements such as Project Personnel, Name, Classification, and Reporting Category. This launch also allows users to create new General Projects **without submitting a ticket**! Future releases will allow task updates, award updates, and 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 the How to Use PADUA 2.0 KBA.
- Please attend the Fund Management Office Hours **this Thursday, June 2** to observe a **live demonstration** of PADUA 2.0.

New Release: Approve AP Invoice Holds

Launching on June 6, invoices greater than $100 that are on hold due to amount or quantity discrepancies between the invoice and the Purchase Order will be routed to the Requester referenced on the Purchase Order for approval. A walkthrough of the steps required to approve or dispute an invoice hold are outlined in our newest KBA, How to Resolve an Accounts Payable Invoice Hold.

Sponsored Project Agency Billings Update

With the launch of several new or upgraded reports, sponsored project agency billings require less manual work to be done by Research Administrators (RA) and Fund Managers (FM). While some level of customization – depending on sponsor specifications and needs – will be required, reports should be much faster and easier to create by leveraging the following reports on the Business Analytics Hub:

- DOPE - Sponsor Report
- Project Balances with Expenditure Details Dashboard (PBED)
- Project Costs Detail Report
- Expanded Project Summary

FM's are encouraged to use pivot tables in Excel to streamline the reports they need to generate for sponsors. Pivot table training will be added to June's RA Training Bootcamp. For more information, please refer to ID#33 on the Chancellor's ESR FIS Advisory Committee Main Issues List for tracking purposes.

Journal Entry and Department Delegated Purchasing Authority No Longer Restricted

Previously, a user could not have the ability to both create a journal entry, and create a requisition up to $500, $2500, or $5000 without requiring Financial Unit Approval. This functionality has now been updated, and users can have both Journal Entry access and Department Delegated Purchasing Authority if appropriate and approved. To request adjustments to your current access, please submit a new Oracle and Concur Role Request through Services & Support.

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, Marissa Prough (Sr. Director - PPM Strategic Design) 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 the Announcements section 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.

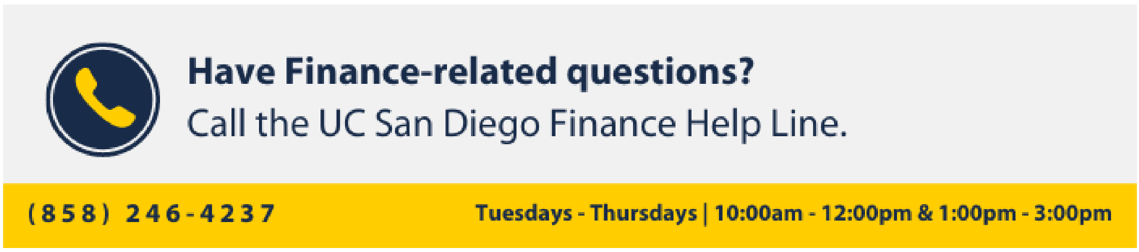
Accounts Payable Hold Approval Demo
Wednesday, June 8, 2022
9:30am – 10:00am
IPPS will be hosting a demo during Office Hours on Wednesday, June 8 from 9:30am - 10:00am to provide training and answer questions. Please consider attending, and encourage any of your Purchase Order Requesters to attend, for a detailed walkthrough on how to properly research and resolve these holds.

For those who are unable to attend, we will be posting a recording of the session to our YouTube channel.

Oracle: Buying and Paying for Financial Unit Approvers
Thursday, June 9, 2022
9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

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



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!

DOPES - Transaction Details Linkage

There is now bi-directional linkage between the DOPES report and the Transaction Details report. Clicking on the Original Transaction Reference number in the DOPES will take you to the Transaction Details report to see where the payroll posted in Oracle. Clicking on the Original Transaction Reference number in the Transaction Details report will take you to the DOPES to see detailed UCPath Labor Ledger information such as person name, position, and UCPath chartstring.

Enhancements: Default Project Payroll

A new tab has been added to the Default Project Payroll report to simplify creation of DrPat files for users who have access to the tool. Simply download the report to Excel and fill in the relevant columns on the DrPat tab before submitting to your VC area's DrPat representative.

Enhancements: Transaction Details

The following enhancements have been released on the Transaction Details report based on user feedback:

- Where URLs are provided for recharge detail, simply click on the cell to open the URL.
- Project and Project-Task prompts are now select and search prompts. This enables you to copy and paste a list of Projects or Project-Tasks into the search box separated by spaces, and the search will find all of them at once.

- New prompts added for L4 Financial Unit, Receipt Number, and Student PID.
- Financial Unit prompt is now a checkbox list, enabling users to select multiple financial units. Use your browser search function (Ctrl-F) to find a financial unit by number or name.
- Batch has been added to the GL Transactions table.
- New links have been added on receipt numbers and batch codes to take you into the relevant Oracle screens.

Enhancements: Accounts Receivable Panorama - Incoming Payments (Receipts)

The following enhancements have been released on the Incoming Payments report on the Accounts Receivable Panorama:

- Receipt Number and Receipt Comments are "contains" searches: Enter partial information (i.e. check number, customer name, contract number, PI name, protocol number etc) in either of these prompts to find receipts related to the information entered.
- Two table options: 'No Accounting Details' table returns one line per receipt and removes merged cells, while 'With Accounting Details' provides the account and financial unit associated with the receipt.

See Incoming Payments (Receipts) Report on Blink for more information.

Upcoming Report Release: Contract Management Dashboard

A new Contract Management Dashboard in final stages of development will include four new reports:

- **Sponsored Contract and Project Summary**: provides summarized funding, revenue, invoice, and payment amounts for sponsored contracts and associated projects.
- **Non-Sponsored Contract and Project Summary**: provides summarized contract, revenue, invoice, and payment amounts for general projects and associated contracts.
- **Invoicing and Payment Details**: provides detailed information on PPM, SPARCM, and OFC invoices associated with contracts along with payment and chartstring information.
- **Receipt Details**: provides detailed receipt information for receipts applied to OFC invoices.

Release of this dashboard was originally scheduled for May 31, but **has been delayed to June 28** due to several unforeseen circumstances.

The Support Framework: Your Guide to Finding Help

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

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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