### Process Change for Shipping a New Corporate Card to a Home Address

As of April 1st, card requests in Concur with a home address listed will NOT be approved and will be returned to the requester. This process change is to align with the UC San Diego Services & Support policy for financial card requests.

**Tips:**
- Card requests must be submitted to the Services & Support ticket number within the New Card Request in Concur.
- Before submitting the request, verify the cardholder’s home address within the New Card Request in Concur.
- If the home address is incorrect or incomplete, it will delay the approval process.

**Important:** If you have any questions or concerns about this change, please contact the Concur Helpdesk at concur_helpdesk@ucsd.edu.

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**FAQ Blink Page**

- **Budget & Finance Weekly Digest:**
  - University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093
  - Contact us
  - Unsubscribe
  - Subscribe

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**Training & Events Calendar**

- New Videos on the Travel Process: Travel Request & Expense Report
  - The new travel process involves the completion of the Travel Request (preauthorization) and the Travel Expense Report (trip reconciliation) via Concur.
  - The course is recurring on a monthly basis.

- Concur: Event and Expense Reimbursements Live Training Course
  - Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced processes related to meetings, entertainment, and business expense reimbursements.

- New Oracle BI Report Released: New Oracle BI Report Released:
  - The new Financial Deficit - Operating funds report has been released on April 5th, 2021. It is available for viewing in the Oracle BI system.

- Oracle Financials Cloud Training:
  - The new training session on Oracle Financials Cloud is available for viewing. It covers topics such as revenue, intercampus transfers ILTF, and associated reports.

- Oracle Procurement Training:
  - New training sessions on Oracle Procurementare available for viewing. The sessions cover topics such as incoming service agreements, contract management, gift services, and associated reports.

- Oracle Revenue Training:
  - New training sessions on Oracle Revenue are available for viewing. The sessions cover topics such as revenue, intercampus transfers ILTF, and associated reports.

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**Tips & Tricks**

- **Oracle Procurement Training:**
  - How to address the account when creating a purchase order in Oracle Procurement.
  - How to link a purchase order to a purchase requisition.
  - How to cancel a purchase order.
  - How to edit a purchase order.

- **Oracle Financials Cloud Training:**
  - How to create a new financial deficit report in Oracle Financials Cloud.
  - How to view the report in the Oracle BI system.
  - How to download the report.

- **Oracle Revenue Training:**
  - How to create a new revenue report in Oracle Revenue.
  - How to view the report in the Oracle BI system.
  - How to download the report.

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**Oracle Procurement Training:**

- **How to address the account when creating a purchase order in Oracle Procurement:**
  - When creating a purchase order in Oracle Procurement, it is important to address the account correctly to ensure timely and accurate financial and billing information.
  - The account number should be entered in the appropriate field, and the account type should be selected to match the type of item being purchased.
  - If the account is incorrect, it may delay the approval process and result in incorrect financial and billing information.

- **How to link a purchase order to a purchase requisition:**
  - When creating a purchase order in Oracle Procurement, it is beneficial to link the purchase order to the associated purchase requisition.
  - This linking process ensures that the purchase order is properly associated with the requisition and that all necessary information is included.
  - Proper linking can help prevent errors and delays in the approval process.

- **How to cancel a purchase order:**
  - When a purchase order is no longer needed, it is important to cancel the order in Oracle Procurement.
  - Cancellation can help prevent unnecessary expenses and ensure that the order is properly accounted for.
  - Proper cancellation can also help prevent errors and delays in the approval process.

- **How to edit a purchase order:**
  - When creating a purchase order in Oracle Procurement, it is important to edit the order accurately to ensure timely and accurate financial and billing information.
  - The edit process should be used to correct any errors or changes that need to be made to the order.
  - Proper editing can help prevent errors and delays in the approval process.

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**Oracle Financials Cloud Training:**

- **How to create a new financial deficit report in Oracle Financials Cloud:**
  - The new financial deficit report provides important information about the financial status of the organization.
  - The report includes information such as the current financial position, financial goals, and financial forecasts.
  - Proper creation of the report can help identify areas for improvement and ensure financial stability.

- **How to view the report in the Oracle BI system:**
  - The report is available for viewing in the Oracle BI system.
  - The system provides a user-friendly interface that allows for easy access to the report.
  - Proper viewing can help ensure that all necessary information is included.

- **How to download the report:**
  - The report can be downloaded for offline viewing.
  - The download process is simple and allows for easy access to the report at any time.
  - Proper download can help ensure that all necessary information is included.

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**Oracle Revenue Training:**

- **How to create a new revenue report in Oracle Revenue:**
  - The new revenue report provides important information about the revenue generated by the organization.
  - The report includes information such as the current revenue position, revenue goals, and revenue forecasts.
  - Proper creation of the report can help identify areas for improvement and ensure financial stability.

- **How to view the report in the Oracle BI system:**
  - The report is available for viewing in the Oracle BI system.
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