UC San Diego - Budget & Finance Weekly Digest

How to Create a Gift Card Request

Related resources:
- Cardholder
- Should the business purpose fall within university policy, IPPS can
- Home Depot, Amazon
- the amount of each card, the number of recipients, who
- Entertainment Card (T&E Card) are approved on a case by case basis. To
- request an exception, submit a Services & Support ticket. Include the business

Entertainment Card (T&E Card) are approved on a case by case basis. To request an exception, submit a Services & Support ticket. Include the business purpose with the purpose code, if necessary. The list includes:
- Travel
- Events
- Procurement Card
- Other Payment Products.

How to Add a New Non-Personal Deliver-to Address to Oracle Procurement

New KBA available:
- Add a New Non-Personal Deliver-to Address to Oracle Procurement

Expenses Report: Report Key

- For any report, select the report name from the list of available reports.
- In the next open window, locate the Report Key in the detailed report information.
- Select the Print/Share or Print/Email (below the report name).

Payment Compass Webinar

- Take a look at our new KBA (KB0032591) to learn more about requesting the addition of a new approver. To look up additional information in the Payment Compass portal.

New KBA Available:
- Add a New Approver to a User in Payment Compass

For form fields with the search functionality, we were able to change the default search filter from Search by Text to Search by Code. In direct response to user feedback, we implemented a new search feature to help users find specific forms.