**Monthly Digest: February 2nd, 2021 - 5th Edition**

**University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093**

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**Find answers, request services, or get help from our team at the UC San Diego information system and support departments' success in managing their fiscal responsibilities.**

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**Travel & Entertainment Card**

- Open up the merchant code on the T&E card for a limited time.
- The Travel & Entertainment Card allows for purchasing of specific items.

**Vanilla Visa Gift Card Program**

- Should the business purpose fall within university policy, IPPS can process gift cards.
- Purchasing merchant-specific gift cards with the Travel & Entertainment Card is acceptable.

**Exceptions for purchasing merchant-specific gift cards with the Travel & Entertainment Card**

- Exceptions include Home Depot, Amazon, among others.
- The amount of each card, the number of recipients, and the purpose should be clear.

**Procurement**

- The Procurement Card is used for specific expenditures.
- Procurement rules and regulations should be followed.

**How to Resolve Concur Alerts**

- Follow the provided guidance on how to resolve alerts.

**Ship to a Personal Address KBA**

- Documentation and instructions on how to ship to a personal address are available.

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

- Instructions on how to add new addresses to Oracle Procurement.

**Notifications**

- Notification of changes and updates to Oracle Procurement.

**BI & Financial Reporting**


**Budget & Finance Weekly Digest**

- Budget and finance updates and new KBA.

**Sign up via UC Learning**

- Registration for Oracle Procurement and Concur sessions.

**How to Process Mileage-Only Reimbursements**

- Guidance on processing mileage-only reimbursements.

**Payables Best Practices to Minimize Cost Transfers**

- Best practices to minimize cost transfers.

**Funding Adjustments**

- Instructions on how to adjust funding.

**How to Manage GL**

- Guidance on managing GL for accounts.

**Budget Reporting**

- Budget reporting updates and enhancements.

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**About the Weekly Digest**

- Subscription options and information on the Digest.

**Finance Action**

- Finance Action updates and enhancements.

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**KBA**

- Knowledge Base Articles (KBs) on various topics.

**Contact Us**

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