In Oracle, you can set preferences for your purchase requisitions, including a deliver-to location for goods and your frequently-used Chart of Accounts values.

- 1. Access Oracle (https://fis.ucop.edu) and click "Company Single Sign-On."
- 2. On the Oracle home page, click "Purchase Requisitions."
- 3. Click "More Tasks," then click "Update Requisition Preferences."



4. Begin to enter your department name in the "**Deliver-to Location**" field and select a result from the list. If you do not see your department, click the **magnifying glass icon**, then click "**Advanced**."

dit Requisition Pref	ferences		
Requisitioning BU U	ICOP		Search and Select: Deliver-to Location
A Shipping and	d Delivery		Search
* Requester	Thompson, Craig Q		
* Deliver-to Location		More Tasks 💌	Match All Any
Destination Type	RISK SERVICES 001 813401 1111 FRANKLIN ST, UC OFFICE OF THE PRESIDENT, 10	TH FLR-10412E, OAKLAND, CA 94607, UNITED STATES	** Name
(Pilling	RISK SERVICES 002 813402 1111 FRANKLIN ST, UC OFFICE OF THE PRESIDENT, 10	TH FLR-10106B/S, OAKLAND, CA 94607, UNITED STATES	Nume
∠ Drainata	RISK SERVICES 003 813403 1111 FRANKLIN ST, UC OFFICE OF THE PRESIDENT, 71	TH FLR-7107, OAKLAND, CA 94607, UNITED STATES	** Code
A Projects	RISK SERVICES 004 813404 [USE 813407] 1111 FRANKLIN ST, UC OFFICE OF THE P	RESIDENT, RM 8330C, OAKLAND, CA 94607, UNITED STATES	
Project Numb	B RISK SERVICES 005 813405 10100 HOPKINS DR, SAN DIEGO SUPERCOMPUTER C	TR, LA JOLLA, CA 92093, UNITED STATES	
Task Numb	B RISK SERVICES 006 813406 3330 MARGIE'S WY, UCOP HOME OFFC, SANTA CRUZ,	CA 95062, UNITED STATES	

- 5. On the advanced search page, change the search parameter from "Starts with" to "**Contains**." Enter part of your department name and click "**Search**."
- 6. Hover over a result to see the full address. Select one and click "OK."

		** At least one is required			Search Reset Add Fields ▼ Reorde
Match All	Any Starts with	Name Operator	Name	Code	Address
** Code	-		TECHNOLOGY DELIVERY SVS 001	814105	300 LAKESIDE DR, UC OFFICE OF THE PRE
Town or City	Less than		TECHNOLOGY DELIVERY SVS 002	814108	300 LAKESIDE DR, UC OFFICE OF THE PRE
Postal Code	Greater than		TECHNOLOGY DELIVERY SVS 003	814109	300 LAKESIDE DR 3RD FLR, UC OFFICE OF
Country	Less than or equal to		TECHNOLOGY DELIVERY SVS 004	814110	300 LAKESIDE DR, UC OFFICE OF THE PRE
	Greater than or equal to	Search Reset Add Fields Reorder	TECHNOLOGY DELIVERY SVS 005	814111	300 LAKESIDE DR 7TH FLR, UC OFFICE OF
Name No rows to display	Between	Address			
	Not between	OK Cancel			

UNIVERSITY	Office
OF	of the
CALIFORNIA	President

7. You will return to the Edit Requisition Preferences page. Click the "+" button to add a new Favorite Charge Account (Chart of Accounts).





- 8. Enter a **Nickname** that will help you identify the charge account.
- 9. Enter the complete **Charge Account** (Chart of Accounts) or click the icon to open a window where you can search/enter each segment individually. *Note: An example of a complete Chart of Accounts string is 20520-69400-3027010-522201-721-000-000000-000000-000000-000000*.
- 10. Repeat steps 7 9 to add as many charge accounts as you want. You can also click this button 📀 to choose one as your primary.
- 11. When you are finished, click "Save and Close."