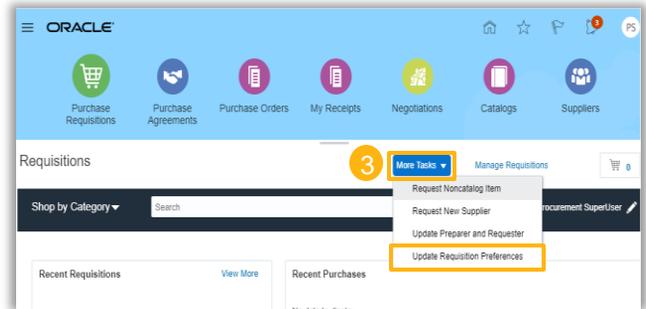
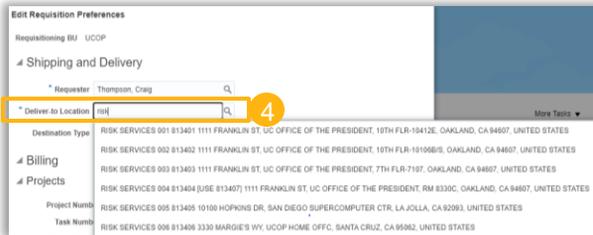


In Oracle, you can set preferences for your purchase requisitions, including a deliver-to location for goods and your frequently-used Chart of Accounts values.

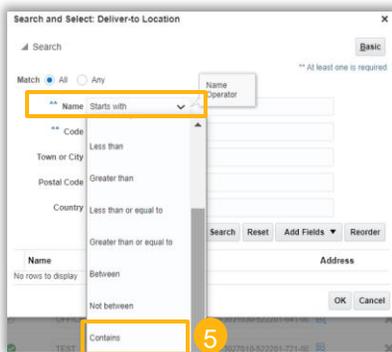
1. Access Oracle (<https://fis.ucop.edu>) and click “**Company Single Sign-On.**”
2. On the Oracle home page, click “**Purchase Requisitions.**”
3. Click “**More Tasks,**” then click “**Update Requisition Preferences.**”



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.**”



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.**”



Name	Code	Address
TECHNOLOGY DELIVERY SVS 001	814105	300 LAKESIDE DR, UC OFFICE OF THE PRE...
TECHNOLOGY DELIVERY SVS 002	814108	300 LAKESIDE DR, UC OFFICE OF THE PRE...
TECHNOLOGY DELIVERY SVS 003	814109	300 LAKESIDE DR 3RD FLR, UC OFFICE OF ...
TECHNOLOGY DELIVERY SVS 004	814110	300 LAKESIDE DR, UC OFFICE OF THE PRE...
TECHNOLOGY DELIVERY SVS 005	814111	300 LAKESIDE DR 7TH FLR, UC OFFICE OF ...

# Setting Requisition Preferences in Oracle

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

The left screenshot shows the 'Edit Requisition Preferences' page. It has sections for Shipping and Delivery, Billing, Projects, and Favorite Charge Accounts. The Favorite Charge Accounts section contains a table with columns for Primary, Nickname, and Charge Account. A '+' button is located to the right of the table. The 'Save and Close' button is at the bottom right of the table. The right screenshot shows the 'Charge Account' dialog box. It has a 'Hide Segments' checkbox and several dropdown menus for ENTITY, FUND, FINANCIAL UNIT, ACCOUNT, UCOP FUNCT, PROGRAM, PROJECT, ACTIVITY, INTERENTILITY, and FUTURE 1/2. The 'OK' button is at the bottom right.

- Enter a **Nickname** that will help you identify the charge account.
- 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 20520-69400-3027010-522201-721-000-0000000-0000000-000000-000000-000000.*
- 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.
- When you are finished, click “**Save and Close.**”