April 27th, 2021 - 17th Edition

Budget & Finance Weekly Digest

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To the Information System and Support departments’ success in managing their fiscal responsibilities.

Assigning Delegates.

When assigning delegates to your Concur profile, please be sure to check all of your Expense Reports. Without this access, they will only see a Blank screen when they go to act as your delegate. Refer to our Concur documentation.

Facelift!!! Don’t worry - all the Budget & Finance reports are still available in the Oracle Financials Cloud.

Tips & Tricks

Visit the Concur Live Training Courses website to determine the availability of on-demand and live courses. Interested in more information on how to get the most out of your Concur experience?

The course will include more in-depth explanations of changes to the Concur best practices, provide a live tutorial, and host Q&A.

Join the IPPS Team for the next session of Hot Topics! This session will focus on reviewing the Concur Technology Setup.

Tuesday, May 11, 2021 @ 1:30pm - 4:00pm

University Procurement Card Program. The team will go over the process for card requests and card transaction reconciliation via Concur.

The live training course will include an in-depth explanation of Concur Technology Setup.

If you are noticing PO commitments on your PPM ledger, you may reduce the PO to what has been invoiced via a change order. This may cancel the PO via a change order. If the PO has been partially invoiced, you may lift them by using the AR Inquiry and Reporting role.

Per NIH guidance, it is suggested that a No Cost Extension (NCE) be requested when the recipient’s need for support is extended beyond the original period of performance end date.

The notification must indicate why the revision is necessary and describe what action is being taken by the recipient to preclude similar situations in the future.

The Authorized Organizational Representative must notify the Grants Administration, OCGA, and the Office of Contracts and Grants (OCG) of the NCE.

If additional extensions are needed, please contact your OCGA Officer for specific guidance (see the Notice of Award for additional details). The Authorized Organizational Representative must notify the Grants Administration of the NCE.

The first NCE request for an award should include the completed, signed-extension form and a copy of the IRB or IACUC approval letter if applicable. If additional extensions are needed, please contact your OCGA Officer for specific guidance.

Reminders of NIH Policies Related to Closeout

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