Concur Enhancement: Invoice Information

As of 3/18, we have added the following enhancements to Concur Invoice:

- **Invoice Information**
  - Contact Name
  - Vendor Name of the card purchase
  - Comment

These changes were made to support financial review and reporting. This list was curated specifically to support financial review and reporting.

### Adjustments Post Concur Release

- **Invoice Information**
  - New Invoice Information has been added to Concur Invoice.
  - Contact Name
  - Vendor Name of the card purchase
  - Comment

This information is available when you open a Concur Document and view the Details tab. The total breakdown of the allocations can be found here alongside the Invoice Information.

### PPM Budgets for General Projects

We initially requested that users that want to use PPM budgets for general projects should hold. We will continue to evaluate invoice tolerance settings to ensure we are balancing risk with efficiency. Communication will be sent with more detailed information.

- **Adjustments to Payables Invoice Tolerance Settings**
  - New invoice tolerance settings have been added to Concur Invoice.
  - These settings will help ensure that invoices are processed in a timely manner.

We will continue to evaluate these settings to ensure that they are providing the best possible experience for our users.

### PPM Fund Management: General Project Structure Options

- **New PO Supplier Email**
  - When suppliers are added into Oracle Procurement to receive Purchase Orders, they will now be sent an email with information on how best to do business with UC San Diego. You can start seeing these changes for Concur documents approved as of 3/18.
  - This data contains more information on supplier best practices.

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