How to Initiate
Review the list of affected PPM contracts (billing
payments). This email was sent to .

Recalling Requests and Expense Reports

Now that Project, Task, and Expenditure information has been added to the
display. You may add columns of interest, remove
unnecessary ones, sort, and search. If your document has not been approved by your department approver
Expenses may be entered in Concur;
Concur Travel & Expense

Tips & Tricks
This course has recently been updated according to campus feedback to reflect
the latest Concur Travel & Expense updates as new information becomes available. Refer back to the Blink page at

Unclaimed Payments
Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-
2021 is posted to

Reconcile Expense and Card Transactions

The following checklist was created to help departments review updates and
changes to PPM:
- Unidentified POs have been Lifted in preparation for fiscal close. No further action on these POs is
required. This list was curated specifically to support financial review and
management.
- The NIH Reports due for June 2021 are posted in the
NIH FFRs Due for June thru Sept 2021 Now Posted
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