To continue receiving our emails, add us to your address book.

We have launched a new walkthrough in Concur to help users in determining Non-PO Payments. This is a great opportunity for users to learn and better understand their project financials. Join us for the next session to learn more about the new walkthrough.

**Concur Walkthrough: Non-PO Payments**

**Features:**
- Additional validation to your transactions, announcements, and reminders.
- The WalkMe Browser Extension adds various tips, walkthroughs, and additional validation.
- It includes summarized guidelines, resources, and information about online transactions as well.

**How to Join:**
1. Click here to join - Blink page
2. Download the extension to your browser
3. Complete the setup process
4. Log in to Concur
5. Click on **WalkMe**
6. Select **Concur Walkthrough: Non-PO Payments**
7. Follow the on-screen instructions

**Additional Information:**
- The workflow report now shows the status from the workflow engine and the dates of the workflow stage.
- When amending an existing contract to reflect changes that are part of the daily business needs, it is important to understand when amendments will cause billing transactions to automatically close.
- The feature for Travel and Event Requests to automatically close after 120 days will launch in a week. Any Travel or Event Requests that were created on or before this date will be automatically closed.
- The Contract Amendment Effective Date for General and KR Service Billable to non-billable transfers are not allowed.
- For those reasons, the system backs out the previous historical transactions to this new naming convention, please submit a request through PADUA, User Group (BFG) approval. All new projects set up on this date and onward are sponsored project to an award in Oracle Fusion Grants Management.
- CostSharing tasks and transactions are non-billable on Sponsored Projects, although this is not required.
- For non-billable transactions on Sponsored Projects, users can mark transactions as non-billable. This will allow for a transfer of the funds for the non-billable transaction to another project.
- To ensure that requests are reviewed and approved in a timely manner, the system will automatically send approval notification reminders every 5 business days. The requestor can also check the **Workflow report** to see the status of the workflow engine.

**Upcoming Events:**
- **Thursday, August 26, 2021 @ 1:00pm - 3:00pm**
  - **UC San Diego Travel: Reporting Expenses**
  - Join the IPPS Team for the next session of Hot Topics! This session will focus on invoices (e.g. Closing POs). Our instructor will walk through the system steps and specific examples.
- **Thursday, August 26, 2021 @ 1:30pm**
  - **Contract Amendment Effective Date for General and KR Service**
  - **Non-Billable Transfers**
  - **When amending an existing contract to reflect changes that are part of the daily business needs mandate otherwise. Some of the examples of such business needs:**
  - **Department move coordinators:** Pay for the moving company service for an unsuitable approver and delaying the approval process.
  - **Removing Approver Roles**
  - As of August 21, 2021, the system will send notification reminders every 5 business days. The requestor can also check the **Workflow report** to see the status of the workflow engine.
- **Thursday, August 26, 2021 @ 9:00am - 11:00am**
  - **Office Hours**
  - Our instructor will answer questions and conduct a mini demo on the importance of a shared fund manager(s) for the impacted award(s). The following updates are included:
  - **Workflow report can now be run by Project Owning Organization.**
- **Wednesday, August 25, 2021 @ 11:00am - 12:00pm**
  - **Hot Topics: Lifting Commitments in Oracle Procurement & Payables**
  - **Thursday, August 26, 2021 @ 1:30pm**
  - **Marine Sciences.**
- **Thursday, August 26, 2021 @ 1:00pm - 3:00pm**
  - **Blink page**
  - The new feature in Oracle Procurement & Payables, Lifting Commitments, can be accessed through the workflow report. Users can lift commitments for selected invoices or by entire PO. This will be a great opportunity for users to learn and better understand how to use this new feature.