

Interior Business Center – Guidance/Help during Hurricane Irma and Hurricane Harvey

Acquisitions Support from IBC's Acquisition Group

After September 24, 2017 FBMS will not be available but the IBC AQD group will still be able to assist with contracting efforts. AQD can still accept funds and make awards during that time period outside the FBMS system, this does require a manual effort but the ability is there.

Often when the President declares a National Emergency there can be increases in micro-purchase threshold – the increases can sometimes go up to \$150,0000 – the PAM office would need to be consulted on this as per DOI. The IBC AQD have 3 CO's with purchase cards who would be able to assist.

Concur Guidance

There is NO disruption of Concur during the year end close out EXCEPT travel vouchers will no longer be paid between September 22 and Oct 12 (projected date). The ConcurGov system will continue to operate as normal throughout this time and travelers can still log in, create authorizations, book trips and conduct travel.

The following guidance was shared with all DOI POC's for travel on August 29, 2017

Fiscal Year End is Quickly Approaching

The interfaces between ConcurGov and the financial system will be down for fiscal year end processing within the financial system - Friday, September 22, 2017 at 6:00 PM MT through Thursday, October 12, 2017 at 6:00 AM MT

- The interfaces will not be available for line of accounting validation, voucher processing, or status update to Paid.
- This date is subject to change as it is dependent on successful completion of FY begin startup tasks.

Authorizations:

- During this time, users will be able to make reservations and sign and approve travel authorizations.

Vouchers:

- Users will receive errors when attempting to apply Voucher Signed or T-Entered stamps. Attempting to apply the Voucher Approved, or TV Audit Approved stamps will cause the voucher to get stuck in Pending status and will result in a delay in processing once the interfaces come back up.

One area to consider is that those entering travel into the Concur and will be out beyond 30 days, anything over 30 days is considered extended TDY which, according to policy, reduces the traveler's per diem beginning on DAY ONE! There are logistics to be worked out prior to beginning extended travel that is over 30 days.