Finance

Follow these easy steps to subscribe to the늄 about WalkMe and how to download the web browser extension.

Request/Expense/Approvals, review thenumpy Note: This reminder currently appears in Concur as a WalkMe pop-up alert box.

Report.


do not see the message when entering Concur

full residential address, into text fields (e.g. Comments) and ensure PII is

Information (PII), please refrain from entering personal information, such as a

Reminder: Do Not Enter PII in Concur

the user/submitter for correction, which will delay the posting of the Expense

Concur Expense Reports in a timely manner or having outstanding aging

Cardholders with limits lowered to $1 due to noncompliance of submitting

Procurement Cards previously approved to have a permanent cycle limit

Resident Assistant Procurement Cards

UI on the Adjustment History page, even though they had been approved.

Correction:

Issue:

When the justification text exceeds 1000 characters, the window

adjustment will be submitted for approval without issue.

Correction:

When the justification text exceeds 1000 characters, the window

disappears, and the adjustment is not submitted without any warning or

Issue:

Some Cost Transfers were showing as “Pending Approval” in the

All approved Cost Transfers should now show as

2. PPM Cost Transfer Stuck as Pending Approval

Correction:

UI on the Adjustment History page, even though they had been approved.

Issue:

When submitting a Concur Expense Report, there must be a

report as the Supervisor or the Financial Unit Approver.

Our goal is to deliver timely information that matters to you.