



## How to update Business Unit, Fund, Department and Project in Concur Profile

Select Profile, Profile Settings:

The screenshot shows the SAP Concur user interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. A 'Profile' dropdown menu is open, showing the user's name 'Ali Rattan' and a 'Profile Settings' link highlighted with a yellow box. Below the user name, there are options for 'Act As', with 'Myself' selected. A search bar and a 'Switch' button are also visible in the profile menu.

Select the Expense Information link:

The screenshot shows the 'Profile Options' page in SAP Concur. The left sidebar contains a list of settings categories: 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Favorite Attendees'. The 'Expense Settings' category is expanded, and the 'Expense Information' link is highlighted with a yellow box. The main content area displays various profile options such as 'Personal Information', 'Company Information', 'Credit Card Information', 'Travel Profile Options', 'Expense Delegates', 'Expense Preferences', 'Concur Mobile Registration', 'System Settings', 'Contact Information', 'E-Receipt Activation', 'Travel Vacation Reassignment', 'Request Preferences', and 'Change Password'. Each option includes a brief description of its function.

Update the Business Unit, Fund, Department or Project and hit Save:

### Expense Information

**Save** **Cancel**

User Group	Reimbursement Currency	Faculty?	User/Traveler Type
TCU Non-Athletics	US, Dollar	No	Employee
Business Unit	Fund	Department	Project
1 (TCU) Texas Christian Univer:	2 (11000) TCU General	3 (22200) Financial Services	(39511) Harris College OT Progra