



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

Select Profile, Profile Settings:

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

Select the Expense Information link:

The screenshot shows the 'Profile Options' page in SAP Concur. The left sidebar contains a list of links: 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Expense Information' (highlighted with a yellow box). The main content area is titled 'Profile Options' and contains several sections: '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 section provides a brief description of the information or settings that can be updated.

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 Program