

In Concur, is there a way to change the chart field once a request has been submitted and approved? If you cannot change the chart field on the request, can you change it during the expense submission?

We recommend the chart field be updated on the Expense Report. You may change the chart field on the Expense Report by going to the Expense Report, under Details > Report Header, find the ADSC and update.

The screenshot displays the 'Details' dropdown menu in the Concur Expense Report interface. The menu is open, showing various options for navigating through the report. The 'Report Header' option is highlighted in yellow. The background shows a table with columns for 'Date' and 'Amount', and a 'Report' section with a 'Report Header' option highlighted in yellow.

| Report | Amount |
|---------------------------------|-----------|
| Report Header | |
| Totals | Report wa |
| Audit Trail | |
| Approval Flow | |
| Comments | |
| Travel Allowances | |
| Itineraries | \$196 |
| Expenses & Adjustments | \$-18 |
| Reimbursable Allowances Summary | \$222 |
| Allocations | |
| Allocations | \$-97 |

Allowance Per Dept is 600, Salt Lake