

**Where is the Account code on the chart field/ what account code are cash advances pulled from? Can that be changed?**

The Cash Advances are charged to the activity that is listed on the traveler's default activity/project/org ID. ALL cash advances are charged to account 60000. You are able to reallocate the cash advance charge on the Expense Report. When the Expense Report is submitted (after trip) the Cash Advance amount is credited back to that default activity/project and then everything is charged to the chart field that is listed on Expense Report.

The screenshot shows the SAP Concur user interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', 'App Center', 'Locate', and 'Profile'. The 'Profile' dropdown is highlighted with a red box. Below the navigation bar, the main menu includes 'Profile', 'Personal Information', 'System Settings', 'Concur Mobile Registration', 'Concur Mobile Devices', and 'Travel Vacation Reassignment'. The left sidebar contains sections for 'Your Information', 'Travel Settings', and 'Request Settings'. Under 'Request Settings', 'Request Information' is highlighted with a red box. The main content area is titled 'Expense Information' and contains a form with 'Save' and 'Cancel' buttons. The form fields are as follows:

Field	Value
User Group	UTAH
Reimbursement Currency	US, Dollar
Traveler Type	Employee
AP Vendor ID	0000200368
AP Vendor Location	000001
AP Vendor Address	500
*BU	01
*Org	(00357) TRAVEL & REIMBURSEME!
*Fund	1001
*Activity	(05805) TRAVEL & REIMBURSEME!
*Project	00000000
A/U	