How to search for an account in Concur:

Pre-trip authorization:

In the System Member field, select system member.

In the Account field, place cursor in field, select “either”. Then can type any of the following formats:

- 06 DEPT 123456-98765
- 06*123456 or 06*123456-98765 or 06*98765
- 06*DEPT
Expense report:

In the System Member field, select system member.

In the Department/Sub-Department field, select department/sub-department.

In the Account field, either use the drop down to select one of the available accounts listed or you can type in the actual account number.