

# Concur Quick Reference Guide: Processing a Cash Advance

## Requesting a Cash Advance

- Logon to Concur (via link in Staff Resources).
- Click on **Expense** tab in the top ribbon
- Click on **Cash Advances** (directly below Expense tab) and from the drop-down box select **Request Cash Advance**
- In **New Cash Advance** screen on **Details** tab input your **Name, Cash Advance Amount, Purpose** (please be specific, ie meeting/conference/production name), **Activity End Date** and any further Cash advance comments that with justify the request.
- Click **Manage Attachments** link and upload a copy of signed document showing approved funding using **Browse and Attach** tile

**Tip:** Your Cash Advance requisition will now route to your approver for approval. Once approved it will be processed by Finance and be paid to you via Payroll in the next available pay-run.

## Reconciling your Cash Advance

### Setting up a New Claim Report

- Click the Expense tab in the top ribbon.
- Click **Create New Report**
- Enter a **Report Name** (name your report Cash Advance & month/year as your report name identifier).
- Change the **Report Date** to last day of the reporting month.
- Select relevant response to field named **Does Report inc International Travel or Domestic trip > 5 days?**
- Select relevant response to field named **Have you attached Travel Diary for Tax Purposes?**
- Any additional comments can be added (optional)
- Click **Create Report**.

### Populating your Claim Report

- You will now be in your **Claim Report**.
- Click **Add Expenses** (first blue tab located under Report Name)
- A list of **Cash Advances** issued to you will appear on a pop-up screen. Select all expenses that are relevant to this report.
- Click to **Add to Report** button
- The list of expenses will now populate on your report.
- Cash Advances pop-up box will appear with list of Cash Advances issued to you. Checkbox

relevant Cash Advance you are reconciling. Click Assign Cash Advance to Report

- Cash Advance Claim Report will open

**Tip:** At the bottom of screen, you note \$ balance of your outstanding advance. This is adjusted accordingly as you assign new expenses.

#### Assigning expenses

- From the **All-Expense Types** list, click on the relevant Expense Type
- Complete all relevant fields including **Receipt Status** and change to Receipt (international invoices) or Tax Receipt (domestic travel). You must have an invoice for each expense you are reconciling.
- Repeat this for each expense you are claiming.

#### Accommodation expenses

- You will need to **Itemise** this type of expense (this gives a further breakdown of details on a particular expense).
- Click the **Itemise** button.
- The itemisation page will appear called **Nightly Lodging Expenses**.
- Complete all relevant fields. If there is a separate meal component on the accommodation invoice, then include this amount in the **Additional Charges** section below

**Tip:** If you have stayed more than one night, note the system duplicates each amount by the number of nights, so you may need to divide total amounts by the number of nights to balance the invoice amount.

- Click **Save Itemisations**.
- The total amount, the itemised amount and the remaining amount appear on the right side of the page.

#### Processing meal relates expenses

- If your expense relates to meals, then an additional field will appear below to detail the attendees (you will appear as the default attendee and full amount assigned to you).
- Complete the **Status** field and set to **Travelling**.
- If there were additional attendees select **New Attendee** to add. Allocate the appropriate \$ amount to each person.

#### Balancing your Cash Advance reconciliation

- Once all your expenses have been input check **Outstanding Advance** bottom of screen to identify if you have any amounts not claimed to the value of your Cash Advance (note you will be required to pay back any unspent amounts).
- If you have an outstanding advance amount showing, create a **New Expense** by selecting Expense Type, **Cash Advance Return** (under section 09.)
- In Amount, input the amount showing in **Outstanding Advance**
- You should now have a \$0.00 showing in **Outstanding Advance**, Cash Advance value issued to you in **Total Amount**, and total expense value you are declaring in **Total Requested**
- When the above is correctly reflected you can **Submit Report**

- Any unspent funds from your Cash Advance will be invoiced to you for repayment to the University.