


EXPENSE REPORT: CASH ADVANCE

SAP Concur  Requests Travel **Expense** Approvals Reporting ▾ App Center



CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

In the NextGen UI for Concur Expense, click **Expense > Cash Advances**. The **Cash Advances** page appears.

The screenshot displays the SAP Concur Expense interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), 'Invoice', 'Approvals', 'Reporting', 'App Center', and 'Links'. A secondary navigation bar contains 'Manage Expenses', 'View Transactions', 'Cash Advances' (highlighted with a red circle), 'Budget Insight', 'Central Reconciliation', and 'Processor'. The main content area is titled 'Cash Advances' and shows a 'View: Active Cash Advances' dropdown. Below this, there are four cards:

- Request Cash Advance**: A card with a red plus sign and the text 'Request Cash Advance'.
- NOT SUBMITTED** (10/17/2018): A card for 'Cash for Canada Trip' with an amount of **CAD 200.00** and status 'Not Submitted'.
- SUBMITTED** (10/17/2018): A card for 'Cash for Canada Trip' with an amount of **CAD 200.00** and status 'Pending Approval Pat Davis'.
- ISSUED** (09/14/2017): A card for 'CA - PS1' with an amount of **AUD 604.64** and a balance of **\$763.59**.

To view a cash advance, click the desired cash advance.

The screenshot shows the SAP Concur interface with the 'Expense' tab selected. The 'Cash Advances' section is active, displaying a list of cash advances. A modal form titled 'Cash for Canada Trip' is open, showing details for a cash advance of CAD 200.00. The form includes fields for Name, Purpose, Cash Advance Amount, Currency, Requested Disbursement Date, and Cash Advance Comment. The modal also has 'Cancel', 'Save', and 'Submit' buttons.

Status	Date	Amount	Balance
NOT SUBMITTED	10/17/2018	CAD 200.00	
SUBMITTED	10/17/2018	CAD 200.00	
ISSUED	09/14/2017	AUD 604.64	\$763.59

Cash for Canada Trip
10/17/2018

Name *: Cash for Canada Trip
Cash Advance Amount *: 200.00
Currency *: Search for Currency
Requested Disbursement Date: MM/DD/YYYY
Cash Advance Comment

Use the **View** list to view active cash advances, issued cash advances, etc.

The screenshot shows the SAP Concur interface with the 'Cash Advances' section active. The 'View' dropdown menu is open, showing options for viewing different types of cash advances. The 'Active Cash Advances' option is selected. The main view shows a list of cash advances, including 'Cash for Canada Trip' (NOT SUBMITTED) and 'Cash for Paris Trip' (ISSUED).

View: Active Cash Advances

- Active Cash Advances
- Pending Cash Advances
- Approved Cash Advances
- Sent Back Cash Advances
- Issued Cash Advances
- Cancelled Cash Advances
- Completed Cash Advances
- All Cash Advances

Status	Date	Amount	Balance
NOT SUBMITTED	10/17/2018	CAD 200.00	
ISSUED	09/14/2017	AUD 604.64	\$763.59
ISSUED	10/17/2018		

Cash for Canada Trip
Amount: CAD 200.00
Not Submitted

Cash for Paris Trip

To create a new cash advance, on the **Cash Advance List** page, click **Request Cash Advance**.

The screenshot shows the 'Cash Advances' page with a navigation bar at the top containing 'Manage Expenses', 'View Transactions', 'Cash Advances', 'Budget Insight', 'Central Reconciliation', and 'Processor'. Below the navigation bar, the page title is 'Cash Advances' and the view is set to 'Active Cash Advances'. A table lists three cash advances: 'NOT SUBMITTED' (10/17/2018), 'SUBMITTED' (10/17/2018), and 'ISSUED' (09/14/2017). A red box highlights a '+ Request Cash Advance' button. A 'New Cash Advance' form is overlaid on the page, showing fields for Name, Purpose, Cash Advance Amount, Currency, Requested Disbursement Date, and Cash Advance Comment. The form has 'Cancel', 'Save', and 'Submit' buttons at the top right.

Request a Cash Advance – Typical Process

 To request a cash advance:

1. On the **Cash Advances** page, click **Request Cash Advance**. The **New Cash Advance** page appears.

The screenshot shows the 'New Cash Advance' form with the following fields and controls:

- Buttons: Cancel, Save, Submit
- Tabs: Cash Advance Timeline, Manage Attachments
- Sub-tabs: Details, Expenses
- Fields:
 - Name *
 - Purpose
 - Cash Advance Amount *
 - Currency * (Search for Currency dropdown)
 - Requested Disbursement Date (MM/DD/YYYY)
 - Cash Advance Comment
- Legend: * Indicates required field

NOTE: The fields that appear on this page are configurable by your company, so your **New Cash Advance** page may be different from the one shown here.

2. Complete the fields on the page as directed by your company. Use the **Manage Attachments** link to add attachments, if applicable.

Cash to Trip to Canada Cancel Save Submit

[Cash Advance Timeline](#) [Manage Attachments](#)

Details Expenses

Name *

Cash Advance Amount *

Currency *

* Indicates required field

Purpose

Requested Disbursement Date

Cash Advance Comment

3. Click **Submit**.

Manage Expenses View Transactions Cash Advances Budget Insight Central Recon

Cash Advances

View: Active Cash Advances ▼

Request Cash Advance

SUBMITTED 12/10/2018

Cash to Trip to Canada

Amount
CAD 100.00

Pending Approval
Pat Davis

Once submitted, the request goes through an approval process and then on to the Cash Advance administrator for issuing. The company then distributes the cash according to its internal process.

Manage Expenses View Transactions Cash Advances Budget Insight Central Recon

Cash Advances

View: Active Cash Advances ▼

Request Cash Advance

ISSUED 12/10/2018

Cash to Trip to Canada

Amount	Balance
CAD 100.00	\$75.07

Account for a Cash Advance



To account for a cash advance on an expense report:

1. On the expense report, click either:
 - ◆ The **View** link in the top banner.
 - or –
 - ◆ **Report Details > Manage Cash Advances**
- Either way, the **Cash Advances** page appears.

Manage Expenses View Transactions Cash Advances Budget Insight Central Reconciliation Processor

There are cash advances available to add to this report. [View](#)

Trip to Canada \$0.00 [Submit Report](#)

Not Submitted

Report Details Manage Receipts

Report Edit Delete Copy Allocate Combine Expenses Move to

Expense Type Vendor Details Date Requested

Cash Advances Available: 1

[Add](#) [Remove](#)

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance
No Cash Advances Linked Add cash advances to this report to submit for reimbursement.				

Available Cash Advances

<input type="checkbox"/>	Cash Advance Name	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input type="checkbox"/>	Cash to Trip to Canada	12/10/2018	CAD 100.00	\$0.75071693	\$75.07	\$75.07

Cancel [Add To Report](#) [Close](#)

2. In the **Cash Advances** page, either:
- ◆ Use a cash advance that appears on the page
 - or –
 - ◆ Click **Add**. The **Available Cash Advances** page appears.
 - Select the desired cash advance.
 - Click **Add to Report**.