
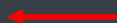


Travel and Expense Management in Concur

Reconciling a Cash Advance

SAP Concur  Requests Expense 

UNIVERSITY OF DELAWARE

+ New 00 Authorization Requests 00 Available Expenses 01 Open Reports 09 Cash Advances

TASKS

09 Open Requests →

11/04 Fri Nov 4 2022
\$230.00 — Cash Advance

11/04 Fri Nov 4 2022
\$260.00 — Cash Advance


10/28 Fri Oct 28 2022
\$350.00 — Cash Advance

10/20 Thu Oct 20 2022
\$250.00 — Cash Advance

10/20 Thu Oct 20 2022
\$100.00 — Cash Advance

00 Available Expenses →

User currently has no available expenses.



01 Open Reports →

11/02 November lab visits and supplies
\$132.34

On your Concur home page, Cash Advances are listed on your **Open Requests** task menu, not your Available Expenses task menu.

Cash Advances are also noted in the action items menu at the top of the page.

To reconcile a Cash Advance, click the **Expense** tab to start a new Expense Report

- Note: Cash Advances can also be added to an existing Expense Report

Create New Report

Create From an Approved Request

Expense Report Type *

*UD-Goods and Services

Report Name *

Cash Advance test

Business Justification *

new report for cash advances

Work Order #

Search by Code

Comments To/From Approvers

User Type

02. Staff/Grad Student

Report Total

Project ID

Search by Code

Employee Department

PSYCHOLOGICAL & BRAIN SCIENCES (02577)

Speedtype *

Search by Code

UD User Field

Search by Code

Claim Travel

Will this trip

Yes, I will

No, I do not

Complete the required (*) fields to create your Expense Report header, then click **Create Report**


Note: Cash Advances can be added to both *Travel* and *Goods & Services* Expense Reports.

Cancel



Create Report


UNIVERSITY OF
DELAWARE

2





SAP Concur  Requests Expense Support | Help



Manage Expenses View Transactions Cash Advances

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

Cash Advance test \$0.00  [Submit Report](#)

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)  View: [Standard](#) 

No Expenses

Add expenses to this report to submit for reimbursement.

An alert will display that Cash Advances are available to add to the Expense Report.

- Click **View**

 SAP Concur 

Service Status (US2)
Contact Support
[Cookie Preferences](#)

Last signed in: 11/12/2022 11:16 am
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Cash Advances

Available: 4



Add

Remove

No Cash Advances Linked

Add cash advances to this report to submit for reimbursement.

Click **Add** to open a list of all available Cash Advances

Close



Cash Advances

Available: 4

Add

Remove

Available Cash Advances

	Cash Advance Name	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input type="checkbox"/>	Fri Nov 4 2022	11/09/2022	\$230.00	\$1.00000000	\$230.00	\$230.00
<input type="checkbox"/>	Fri Oct 28 2022	11/01/2022	\$350.00	\$1.00000000	\$350.00	\$350.00
<input checked="" type="checkbox"/>	Fri Oct 7 2022	10/12/2022	\$570.00	\$1.00000000	\$570.00	\$570.00
<input type="checkbox"/>	Thu Oct 20 2022	10/23/2022	\$100.00	\$1.00000000	\$100.00	\$100.00

Cancel

Add To Report

Select the Cash Advance(s) you want to add to your Expense Report

- Note: Multiple Cash Advances can be added to a single report.

Click **Add to Report**



Cash Advances

Available: 3

Add


Remove

<input type="checkbox"/>	Cash Advance Name 	Foreign Amount 	Exchange Rate 	Amount 	Balance 
<input type="checkbox"/>	Fri Oct 7 2022	\$570.00	\$1.00000000	\$570.00	\$570.00

Click **Add** to attach the Cash Advance(s) to the Expense Report

Close



SAP Concur  Requests Expense Support | Help

Manage Expenses View Transactions Cash Advances

Cash Advance test \$0.00

Not Submitted [Submit Report](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

CASH ADVANCE: 1

Amount	Remaining
\$570.00	\$570.00

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) [View: Standard](#)

No Expenses
Add expenses to this report to submit for reimbursement.

A Cash Advance box will display in the body of the Expense Report.

- “Amount” is the *original total* of the selected Cash Advances.
- “Remaining” is how much of that total is available to be assigned to this Expense Report.

To reconcile the Cash Advance, click **Add Expense**

SAP Concur

Support | Help

Manage Expenses View Transactions

Cash Advance t

Not Submitted

Report Details Print/Share

CASH ADVANCE: 1

Amount	Remaining
\$570.00	\$570.00

Add Expense Edit

Submit Report

View: Standard

Add Expense

0 Available Expenses

Create New Expense

Search for an expense type

- Recently Used
 - Participant Incentive
 - Postage and Mail Service
 - Personal/Non Reimbursable
 - Laboratory
- 01. Good and Services
 - Banking Fees

Select your Expense Type, then click **Create New Expense**

Service Status (US2)


Contact Support

Cookie Preferences

Last signed in: 11/12/2022 11:16 am

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SAP Concur  Requests Expense Support | Help

Manage Expenses View Transactions Cash Advances

New Expense


Cancel Save Expense

Details Itemizations Hide Receipt 



 Allocate

* Required field

Expense Type *
Participant Incentive

Transaction Date *
MM/DD/YYYY 

Business Justification
participation in ABC study

City of Purchase
 


Enter Vendor Name *
Bank of America

Payment Type *
Out of Pocket

Amount *
500.00


Currency *
US, Dollar

Comment



Upload Receipt Image 

- The Vendor Name should be the bank (or ATM) where the cash was withdrawn
- The Payment Type will be Out of Pocket







SAP Concur  Requests Expense Support | Help

Manage Expenses View Transactions Cash Advances

 Alerts: 2 



Cash Advance test \$500.00










Not Submitted Copy Report Submit Report

Report Details  Print/Share  Manage Receipts  Travel Allowance 

CASH ADVANCE: 1

Amount	Remaining
\$570.00	\$70.00


Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to 
View: Standard 

<input type="checkbox"/>	Alerts 	Receipt 	Payment Type 	Expense Type 	Vendor Details 	Date 	Requested 
<input type="checkbox"/>			Out of Pocket	Participant Incentive	Bank of America	11/03/2022	\$500.00
							\$500.00

Once the expense has been added, the “Remaining” balance updates.

- Note: Not all funds from a single cash advance need to be used on a single Expense Report.



SAP Concur  Requests Expense Support | Help

Manage Expenses View Transactions Cash Advances

Alerts: 4

Cash Advance test \$550.00

Not Submitted





Copy Report Submit Report

Report Details Print/Share Manage Receipts Travel Allowance

CASH ADVANCE: 1

Amount	Remaining
\$570.00	\$20.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Participant Incentive	Bank of America	11/04/2022	\$50.00
<input type="checkbox"/>			Out of Pocket	Participant Incentive	Bank of America	11/03/2022	\$500.00
							\$550.00

Unused (“Remaining”) funds can be applied to future expense reports or returned to UD.

- If you want to **return** the “Remaining” funds to UD, click **Add Expense**



SAP Concur

Manage Expenses View Transactions

Alerts: 4

Cash Advance t

Not Submitted

Report Details Print/Share

CASH ADVANCE: 1

Amount \$570.00

Remainder \$20

Add Expense Edit

Alerts Receipt

Out of Pocket Participant Incentive Bank of America 11/04/2022 \$50.00

Out of Pocket Participant Incentive Bank of America 11/03/2022 \$500.00

\$550.00

Service Status (0/0)

Contact Support

Cookie Preferences

Last signed in: 11/12/2022 11:16 am

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Support Help

Copy Report Submit Report

View: Standard

Requested

0 Available Expenses

+ Create New Expense

Search for an expense type

VAT/Sales Tax

14. Cash Advance

Cash Advance Return

Currency Gain/Loss


20. Supplies

Bldg & Construction Supplies

Energy Institute - Storeroom Inventory

Select **Cash Advance Return** as the Expense Type, then click **Create New Expense**





SAP Concur  Requests Expense Support | Help


Manage Expenses View Transactions Cash Advances


New Expense


Cancel [Save Expense](#)

Details Itemizations [Hide Receipt](#) 


 Allocate * Required field

Expense Type *
Cash Advance Return 

Date * 11/04/2022  Description unused funds for ABC & XYZ studies


Amount * 20.00 Currency * US, Dollar 

[Save Expense](#) [Save and Add Another](#) Cancel


 Upload Receipt Image


Complete the required (*) fields and click **Save Expense**



SAP Concur  Requests Expense Support | Help

Manage Expenses View Transactions Cash Advances

Alerts: 4 

Cash Advance test \$550.00 

Not Submitted





Copy Report Submit Report

Report Details Print/Share Manage Receipts Travel Allowance

CASH ADVANCE: 1

Amount	Remaining
\$570.00	\$0.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>			Cash Advance Return	Cash Advance Return		11/04/2022	\$20.00	\$0.00
<input type="checkbox"/>			Out of Pocket	Participant Incentive	Bank of America	11/04/2022	\$50.00	\$50.00
<input type="checkbox"/>			Out of Pocket	Participant Incentive	Bank of America	11/03/2022	\$500.00	\$500.00
							\$570.00	\$550.00

Click **Submit Report**

- IMPORTANT:** If the **Cash Advance Return** expense type has been used on an Expense Report, you must still return the funds to UD via a Cash Transmittal Webform (cash or check) or a Payroll Deduction
 - Please see the **Returning Funds to UD** guide for instructions



Summary and Notes...

- A Cash Advance can be applied to a Travel Expense Report or a Goods & Services Expense Report.
- A Cash Advance can be applied across multiple Expense Reports.
- Expenses do not need to be separated onto multiple Expense Reports based on payment method.
 - Purchases paid for with a Cash Advance can be added to an Expense Report that *also* contains purchases made with a UD Credit Card/Declining Balance Card.
- Any remaining Cash Advance funds can be applied to a future expense report.
- The unused balance will remain available if it is not reconciled under the Cash Advance Return Expense Type.
- Once a report containing a Cash Advance is Approved, you **cannot** detach the Cash Advance.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services](#)
- Returning Funds to UD

