

Travel and Expense Management in Concur

Reconciling a Cash Advance

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs: 'Requests' and 'Expense'. The 'Expense' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a header section with the University of Delaware logo on the left and a menu on the right. The menu includes: '+ New', '00 Authorization Requests', '00 Available Expenses', '01 Open Reports', and '09 Cash Advances'. The '09 Cash Advances' item is highlighted with a red box. Below the header is a 'TASKS' section with three task cards: '09 Open Requests', '00 Available Expenses', and '01 Open Reports'. The '09 Open Requests' card is highlighted with a red box and contains a list of cash advance transactions:

Date	Day	Amount	Description
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

The '00 Available Expenses' card shows a message: 'User currently has no available expenses.' and a checkmark icon. The '01 Open Reports' card shows a report for '11/02 November lab visits and supplies' with a total of '\$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 * Required field

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

Claim Tr...
Will this tr...

Yes, I...
 No, I d...

User Type
02. Staff/Grad Student

Employee Department
PSYCHOLOGICAL & BRAIN SCIENCES (02577)

Report Total

Speedtype *
Search by Code

Project ID
Search by Code

UD User Field
Search by Code

Cancel Create Report

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.



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

Not Submitted [Submit Report](#)

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



Available Cash Advances

<input type="checkbox"/>	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](#)

The screenshot shows the SAP Concur Expense Report interface. At the top, there are navigation tabs for 'Requests' and 'Expense'. Below the navigation, there are links for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The main heading is 'Cash Advance test \$0.00' with a trash icon and a 'Submit Report' button. Below the heading, it says 'Not Submitted'. There are several dropdown menus: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A red box highlights a 'CASH ADVANCE: 1' box containing a table with two columns: 'Amount' and 'Remaining', both showing '\$570.00'. Below this, another red box highlights the 'Add Expense' button in a toolbar that also includes 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The bottom of the interface shows 'No Expenses' and a note: 'Add expenses to this report to submit for reimbursement.'

CASH ADVANCE: 1	
Amount	Remaining
\$570.00	\$570.00

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

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](#)

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

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



SAP Concur | Requests | Expense | Support | Help

Manage Expenses | View Transactions | Cash Advances

New Expense

Cancel | Save Expense | Hide Receipt

Allocate

* Required field

Expense Type *
Participant Incentive

Transaction Date *
MM/DD/YYYY

Business Justification
participation in ABC study

Enter Vendor Name *
Bank of America

City of Purchase

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 | Support | Help

Manage Expenses | View Transactions

Alerts: 4

Cash Advance

Not Submitted

Report Details | Print/Share

CASH ADVANCE: 1

Amount	Remaining
\$570.00	\$200.00

[Add Expense](#) [Edit](#)

Alerts ↑ | Receipt ↑

<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

Add Expense

Available Expenses: 0

[+ 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

[Copy Report](#) [Submit Report](#)

View: Standard

Requested ↑

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



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  [Copy Report](#) [Submit Report](#)

Not Submitted

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

