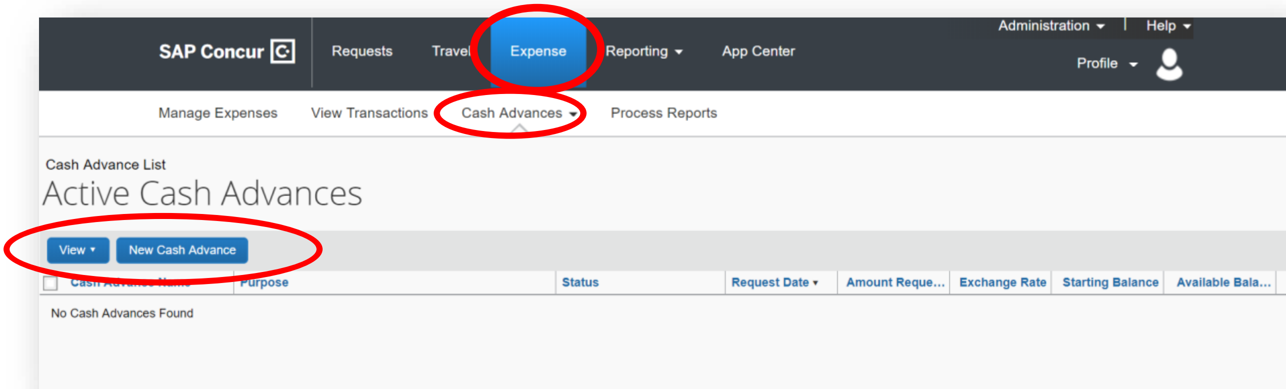
CONCUR CASH ADVANCE

There are no fees associated with processing a cash advance through Concur – it is completely free.

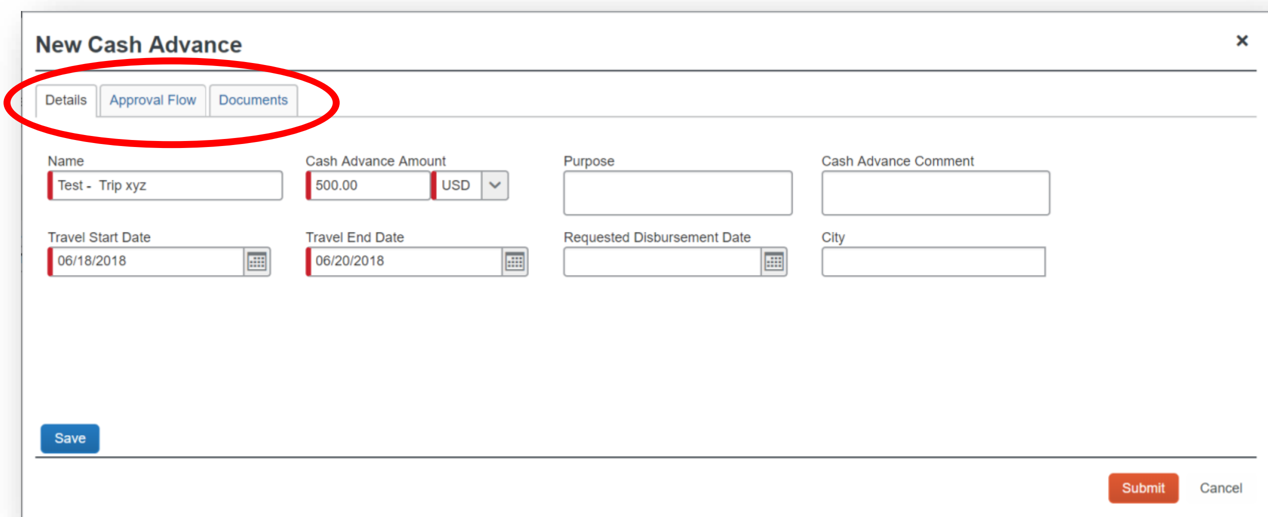
1) Where do employees enter a Cash Advance Request?

Employees can both VIEW and enter a NEW Cash Advance from the **Cash Advance Drop Down Menu** found on the **Expense Tab**.



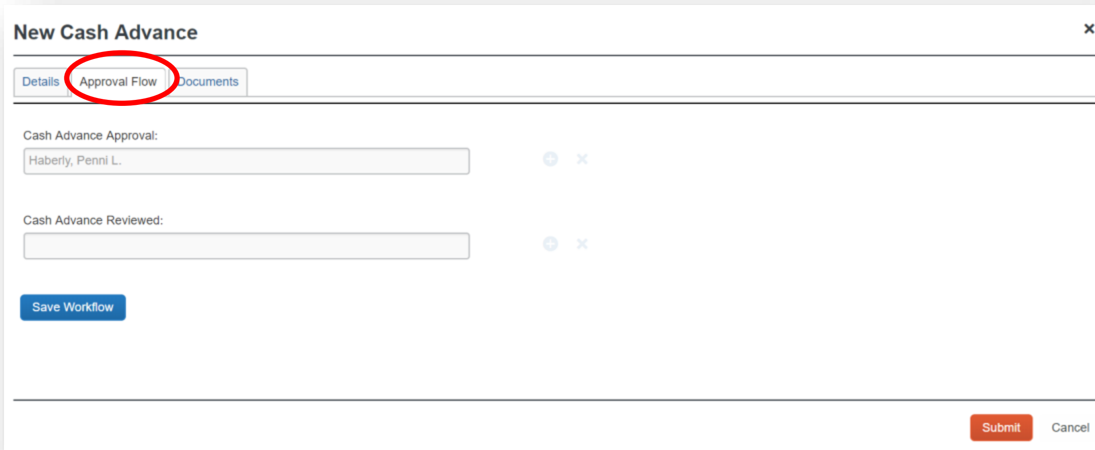
2) How does an employee enter a Cash Advance and what happens after it is submitted?

A) An employee makes a request on the **Cash Advance Details Tab** shown below.

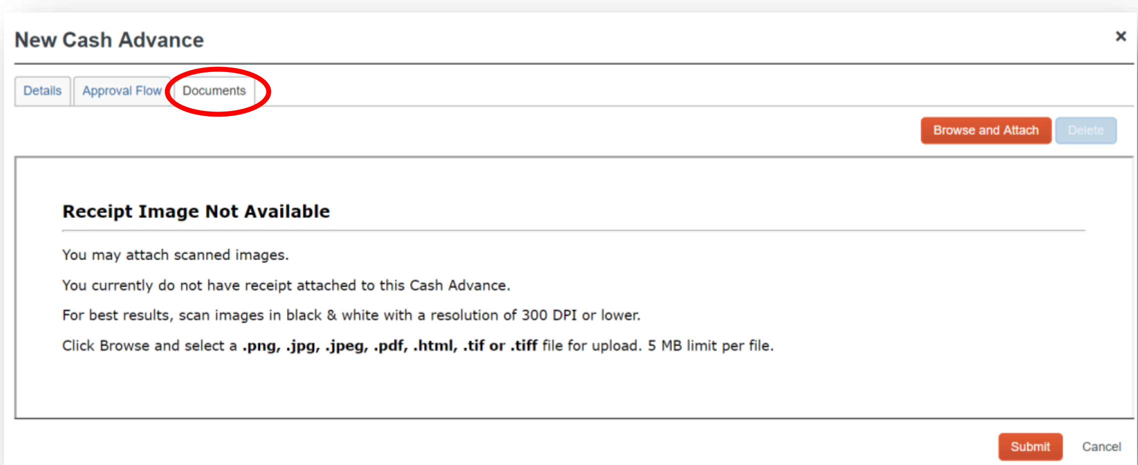


B) Notice the approval flow only allows for <u>one</u> approver (the employee's immediate supervisor that is shown in PeopleSoft HCM system). The employee does NOT enter a name in the Cash Advance Reviewer box.

The Concur system routes the Cash Advance request to the Cash Advance Administrator(s) for review once the immediate supervisor has approved the CA request.

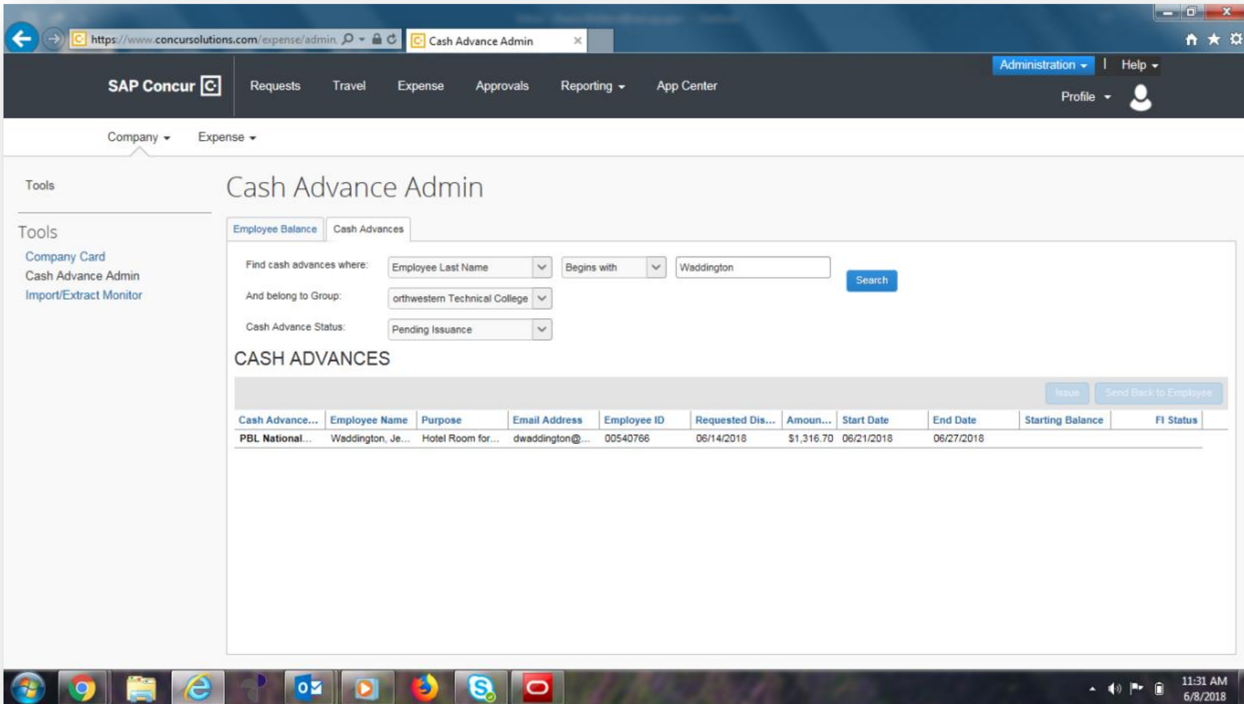


C) Given that additional approvers cannot be added to the CA Approval Flow most colleges will want to use the 3rd tab, DOCUMENTS, to have the employee upload whatever current paper approval process you use today to approve Cash Advances (or that you have been using to get a check cut to take to a hotel). This could be a form that simply shows the employees name, trip date, requested CA amount, and all the needed approval signatures so that when the CA Administrator receives the request they have enough information to approve/deny the cash advance request.



3) Where does the Cash Administrator view, approve/deny incoming Cash Advances?

Go to: **Administration > Company > Cash Advance Admin**



4) How can we view, assign, or remove the Expense Cash Advance Administrator Role for my college?

The Concur Local Adminisrator (most likely your VPA), can view and make adjustments to employee roles by going to:

Administration > Company > Company Admin > User Permissions

From the Expense File Tab (in the gray area), enter:

Step 1: Role

Step 2: Expense Cash Advance Administrator

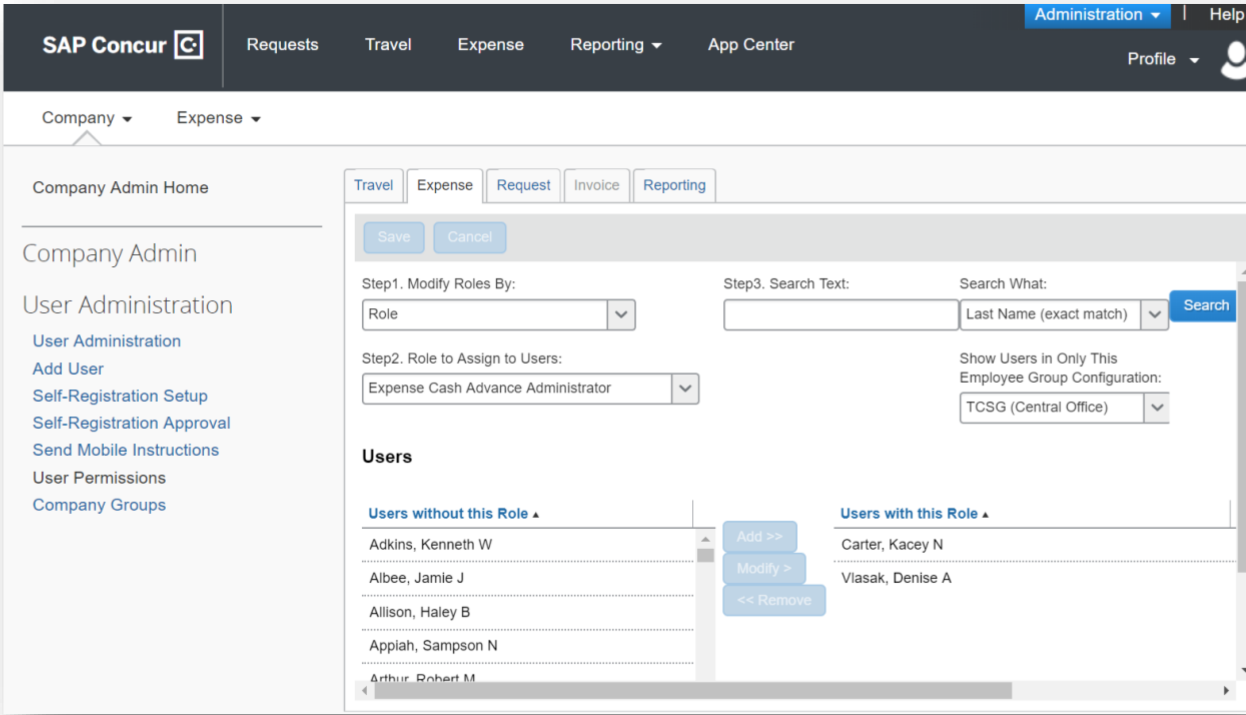
Step 3: (leave blank)

Press <SEARCH>

This will allow you to select USERS WITH or WITHOUT THIS ROLE, then ADD or REMOVE them as desired.

Press <SAVE> after making your updates.

Changes are effective immediately.



Additional information from the SAO Travel Website:

- **Cash Advance Administration Handbook from the SAO Travel Website:** https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/TTE_Cash_Adv_Admin_2017.pdf

- **How to Request a Cash Advance:** http://www.screencast.com/t/pY9qeXLVJFF
  This is a 6 minute instructional video that can be used for training puposes.

- **How to Account for a Cash Advance in an Expense Report** (PDF): https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/How_to_Account_for_a_Cash_Advance_on_an_Expense_Report.pdf