Concur Expense: Cash Advance Admin

User Guide for Standard Edition

Last Revised: August 31, 2022

Applies to these SAP Concur solutions:

☒ Expense
- ☐Professional/Premium edition
- ☒ Standard edition

☐ Travel
- ☐ Professional/Premium edition
- ☐ Standard edition

☐ Invoice
- ☐ Professional/Premium edition
- ☐ Standard edition

☐ Request
- ☐ Professional/Premium edition
- ☐ Standard edition

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Revision History

Date	Notes / Comments / Changes
October 1, 2022	Added information about the NextGen UI; made modifications throughout; cover revision date updated
January 27, 2021	Updated the copyright year; added Concur to the cover page title; cover date not updated
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
January 15, 2019	Updated the copyright; no other changes; cover date not updated
July 26, 2018	Added a note regarding cash advance distribution using Expense Pay.
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
December 15 2016	Changed copyright and cover; no other content changes.
October 24 2016	Updated the guide content to new corporate style; no content changes.
May 10 2016	Updated Permissions text; no other content changes
July 10 2015	Removed information about two user interfaces; removed references to My Concur; updated other minor navigational changes
September 16 2014	Added information about two user interfaces; no other content changes
June 13 2014	New document

Cash Advance Admin

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (view but not create or edit).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur Customer support.

Section 2: Overview

Cash Advance Process

The Cash Advance Administrator oversees creating and issuing cash advances to users. Cash Advance administrators use the Cash Advance Admin tool to create the cash advance and issue it to the desired user. The user must have a cash advance account code assigned on the **User Details** page to receive a cash advance.

Once the Cash Advance administrator issues the cash advance in Expense, the company pays the actual cash to the employee. Eventually, the employee must create an expense report to account for the cash.

NOTE: If using Expense Pay, the approved cash advance is distributed from the payer (the employee's employer) to the payee (the employee) using an Electronic Funds Transfer (EFT) process.

Refer to the *Expense Pay User Guide* and the *Payment Manager User Guide* for more information on managing the Expense Pay service.

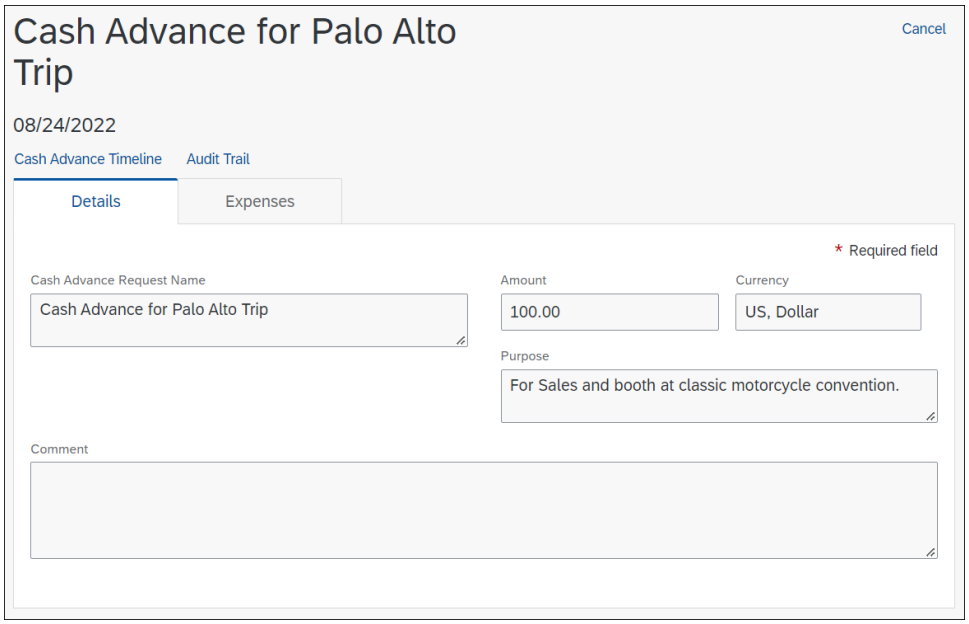
User Experience

Reviewing Issued Cash Advances

To access the **Cash Advances** page to review currently issued advances the user clicks **Cash Advances**:

The **Cash Advances** page opens. This page includes a **View** menu that lets the user filter the view of their cash advances based on the status (Active; Pending; All; etc.):

Clicking a cash advance tile opens the cash advance where details entered by the Cash Advance admin can be reviewed:



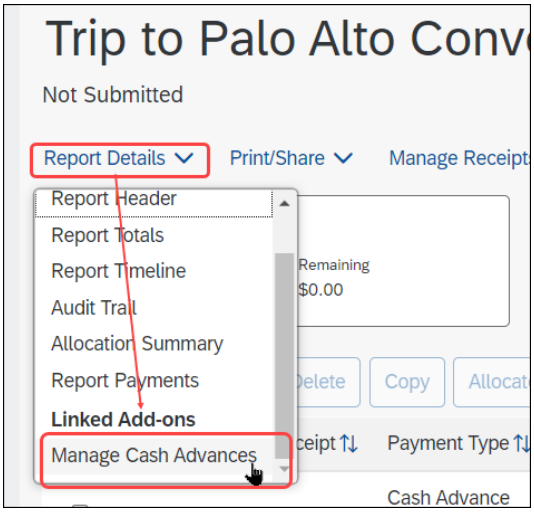
Using the options on this page the user can:

- Review the details of the cash advance on the **Details** tab
- Click the **Expenses** tab to see which expenses are linked the cash advance
- Click **Cash Advance Timeline** to see the approval flow and comments
- Click **Audit Trail** to see the authorization and dates of the cash advance issue

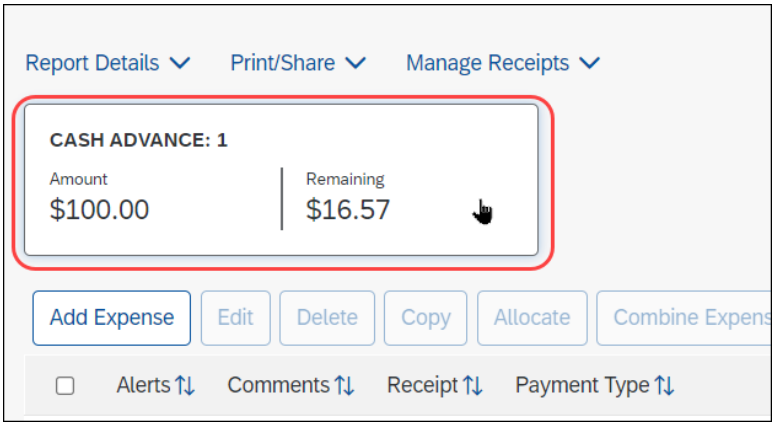
Adding or Removing One or More Cash Advances

When the expense report is open, the cash advance associated with the report can be managed (Add; Remove) in the **Cash Advances** page by either:

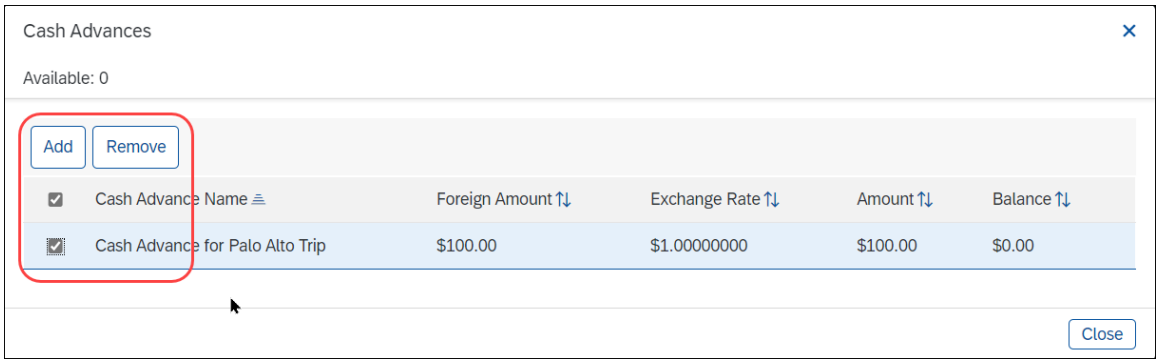
- Clicking **Report Details > Manage Cash Advances**:



- Clicking the **Cash Advance** tile:

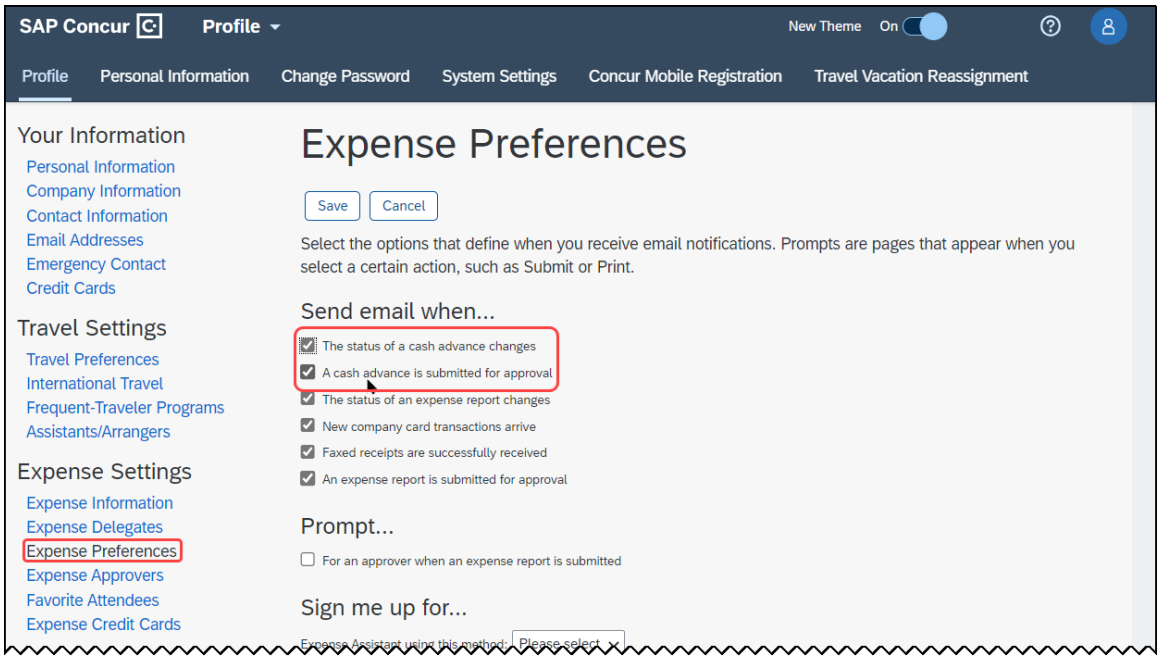


Selecting a cash advance allows the user to either add or remove (if previously added) a cash advance to or from the expense report:



Receiving Email Notifications

The user can choose to receive email notifications when the cash advance amount changes (such as when a returned amount is added to it by the Cash Advance administrator). The user sets this preference on the **Expense Preferences** page of **Profile**.



Cash Advance Admin Tool

The Cash Advance Admin tool is used by a client user/administrator with the Can Issue Cash Advances role. With the Cash Advance Admin tool, the administrator can:

- Search for employees to view their cash advances and history
- Search for a cash advance
- Review cash advance details

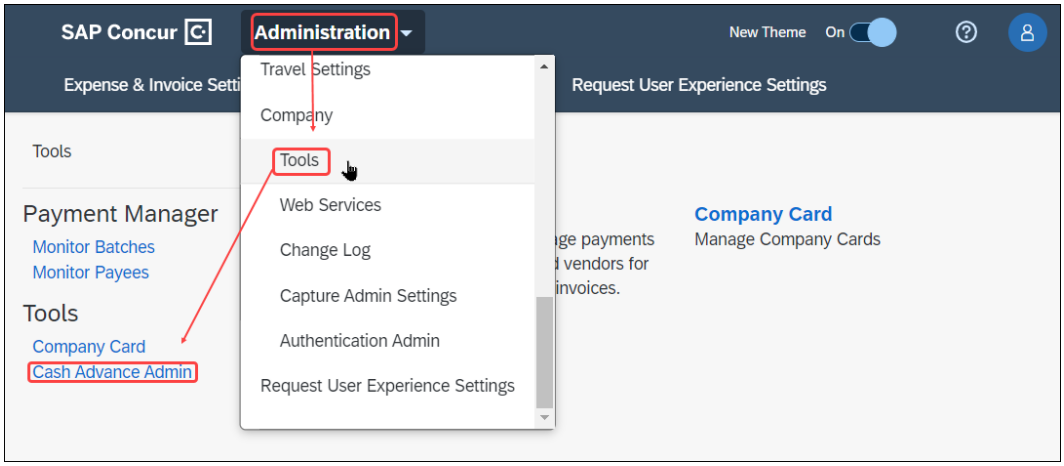
- Issue cash advances
- Record manually returned cash amounts from an employee

Section 3: Procedures

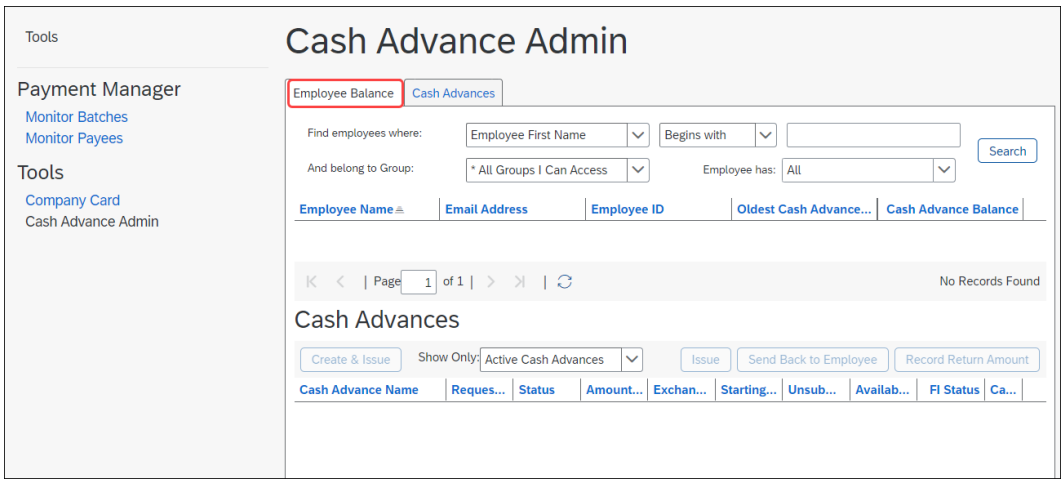
Accessing Cash Advance Admin

To access Cash Advance Admin:

Click **Administration** > **Tools** > **Cash Advance Admin**.



The **Employee Balance** tab of the **Cash Advance Admin** page appears.



Use the **Employee Balance** tab to search for employees with cash advances – with or without outstanding balances – and to create and issue a cash advance.

Searching for Employees

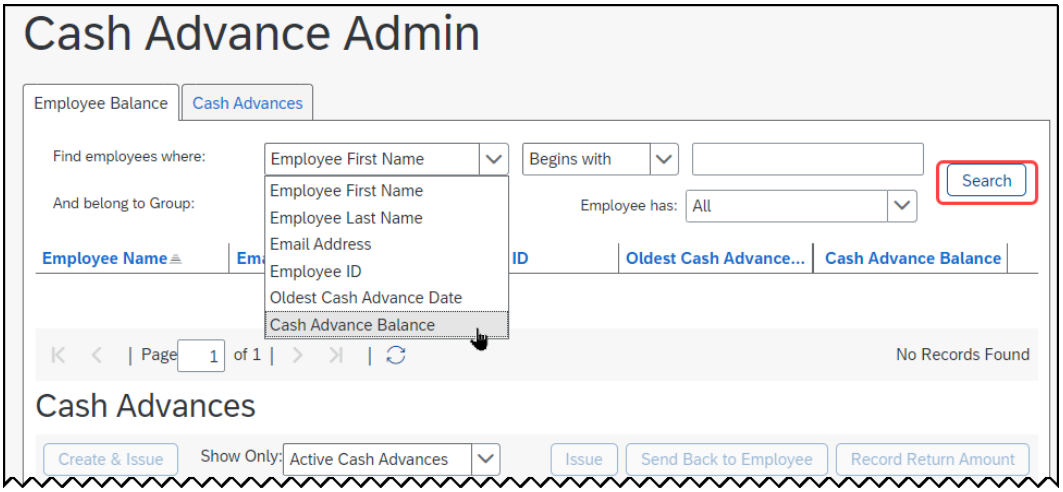
You can search for employees using the following parameters:

- Specific employee information (name; email; address; ID)
- Oldest Cash Advance Date
- Cash Advance Balance

Employees that match these parameters will appear in the search results, regardless of whether they have an outstanding cash advance balance.

You can also include the following search parameters to narrow the search:

- The user's group (either country or Policy group)
- Whether the employee has submitted cash advances, or an outstanding balance



NOTE: Employees must have a Cash Advance Account Code configured on the **User Details** page to appear in the search results.

Searching for Cash Advances

The Cash Advance admin can search for cash advances on the **Cash Advances** tab by:

- Cash advance name
- Employee first or last name
- Employee ID
- Request date
- Amount requested
- Requested disbursement date
- Start and End date

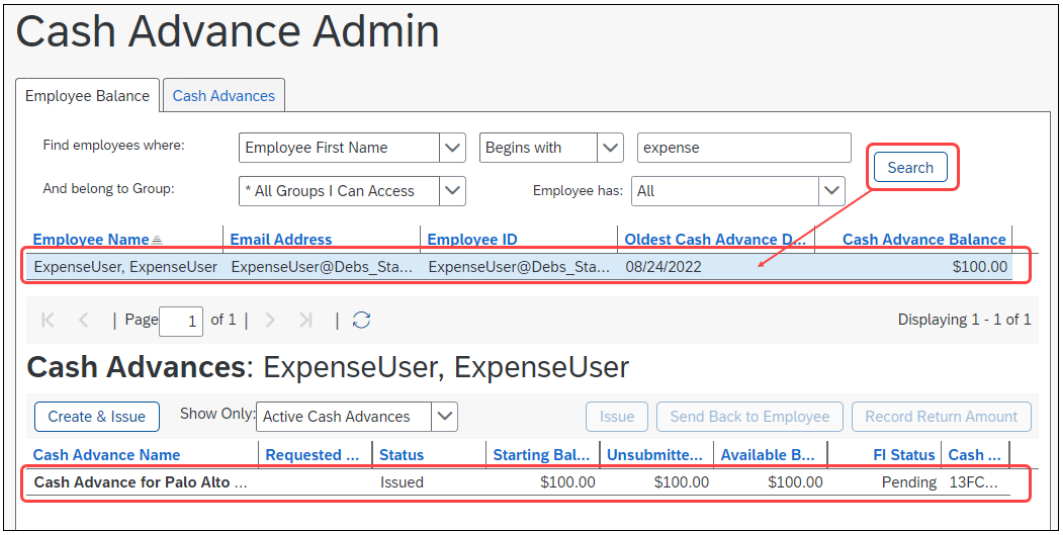
- Account code
- Cash advance key

NOTE: Some of the search options on this page are not used by the Standard Edition of Expense.

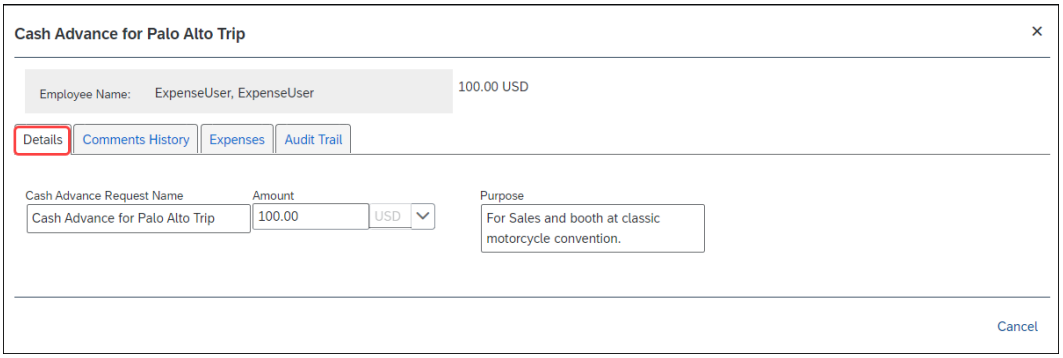
To search for and view a cash advance:

1. On the **Cash Advances** tab, enter search criteria.

1. Click **Search**. The search results appear in the bottom pane.



2. Click the name of the desired cash advance. The **Details** tab appears.

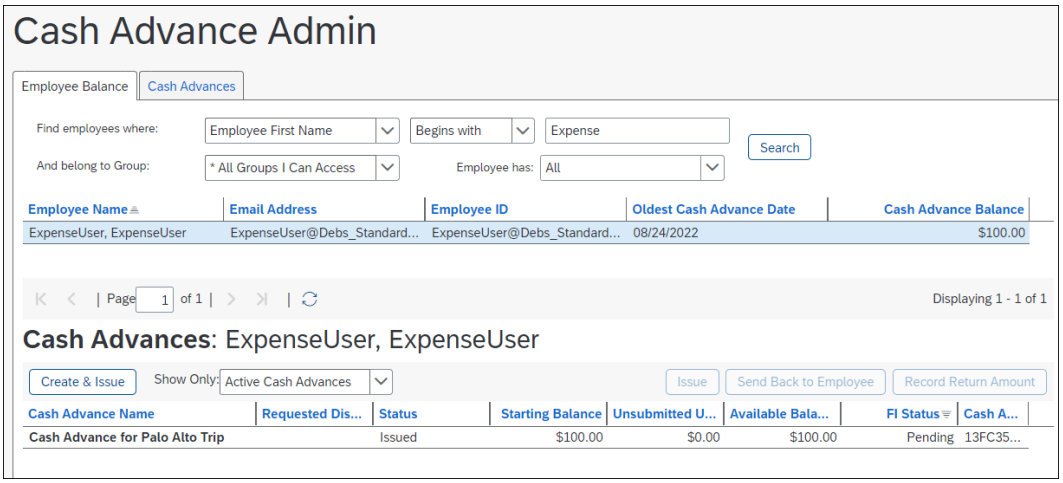


Viewing Cash Advance Details

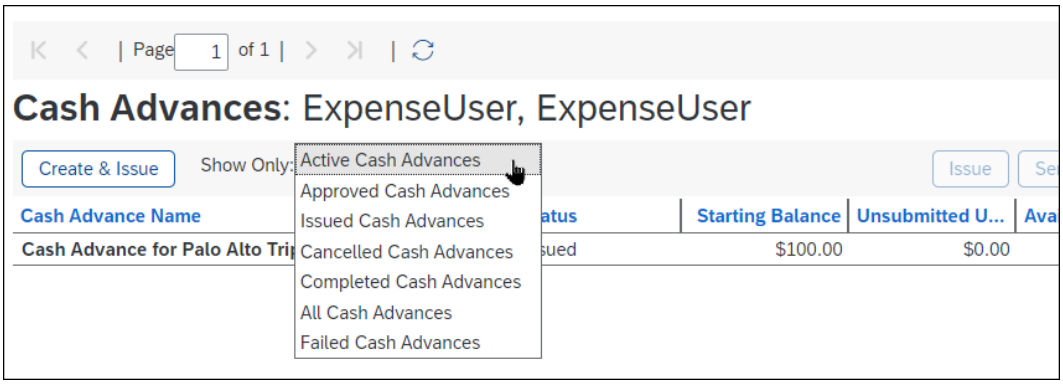
To view cash advance details:

1. On the **Employee Balance** tab, search for an employee.

2. Click the name of the employee. The employee's active cash advances appear at the bottom of the page.



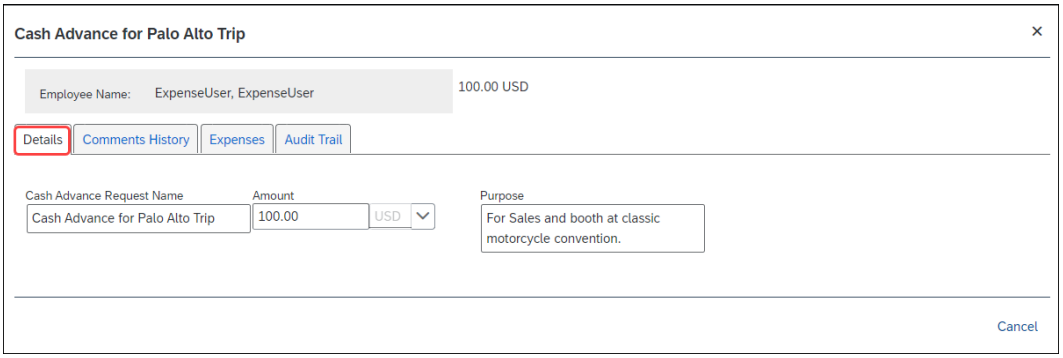
3. Use the **Show Only** area to change the results.



Option	Description
Active Cash Advances	All cash advances that are not *Cancelled* or *Completed*
Approved Cash Advances	All cash advances with the status of *Approved*
Issued Cash Advances	Cash advances that have been *Issued*
Cancelled Cash Advances	All cash advances which you have chosen not to issue **NOTE**: This search option is not used in Standard Edition.
Completed Cash Advances	All cash advances which have been issued, fully utilized, or returned

Option	Description
All Cash Advances	All cash advances
Failed Cash Advances	All cash advances with the status of *Failed*

4. To view the details, click the desired cash advance name. The **Details** tab appears.



The **Cash Advance Details** page displays the following fields:

Field	Description
Employee Name	The name of the employee who owns the cash advance.
Cash Advance Request Name	The name of the cash advance.
Amount / *<currency>*	The amount of the cash advance. If the advance was issued in a currency other than the user's reimbursement currency, two amount fields will display- one showing the amount in the advance currency, and one showing the amount in the user's reimbursement currency.
Exchange Rate	The exchange rate at which the cash advance was issued if the amount requested was in a currency other than the employee's reimbursement currency.
Purpose	The purpose of the cash advance.

5. View the tabs:
   - **Comments History:** The admin can add comments to a cash advance when they issue it, however, once issued the comments are read-only.
   - **Expenses:** Expenses (if any) associated with this cash advance.
   - **Audit Trail:** Activity associated with this cash advance.
6. Click **Cancel** to close the window.

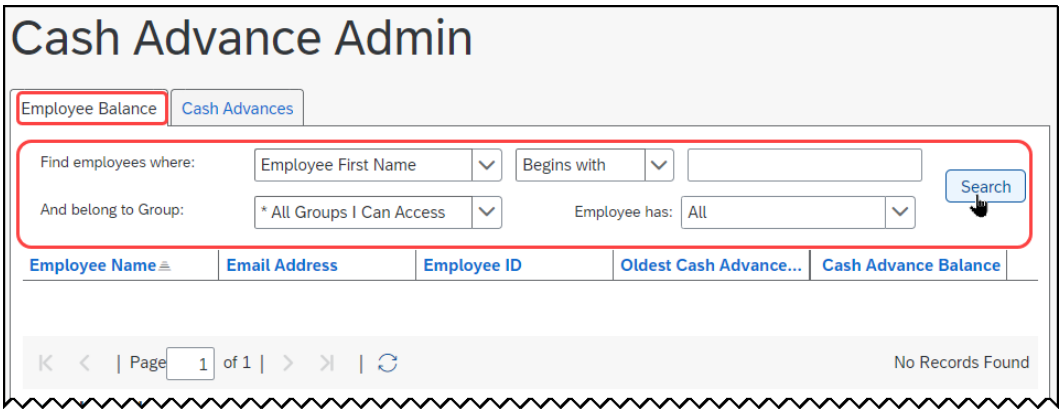
Issuing a Cash Advance

A Cash Advance administrator enters and issues the cash advance directly to the user.

To issue a cash advance:

NOTE: If there is more than one user with the Can Administer Cash Advance role, the admin will not be allowed to issue cash advances on their behalf.

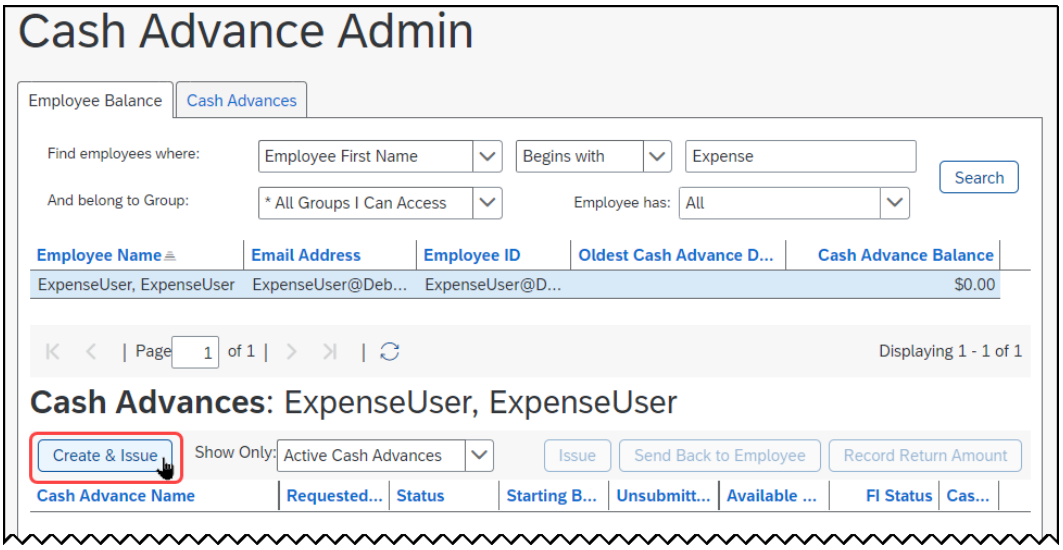
1. Use the **Employee Balance** tab to search for the desired employee.



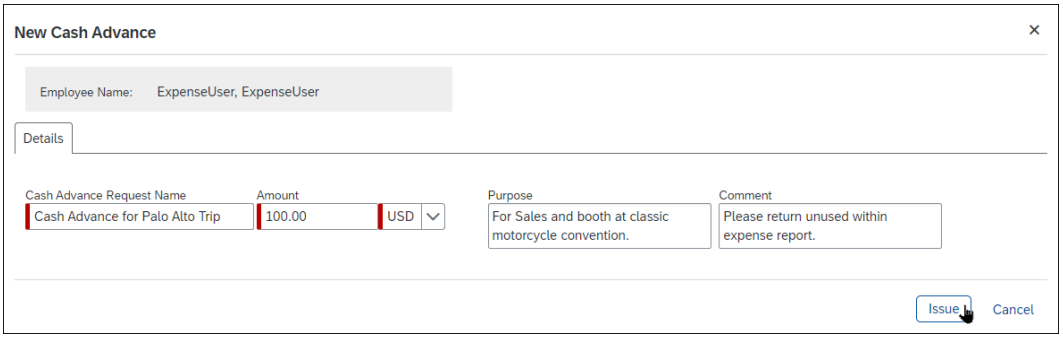
NOTE: Employees must have a Cash Advance Account Code configured on the **User Details** page to appear in the search results.

2. Select the employee. Their cash advance list appears in the bottom pane.

3. Click **Create & Issue**.



The **Create a New Cash Advance** page appears.



4. Fill in the fields:

Field	Description
Cash Advance Request Name	The descriptive name of the cash advance.
Amount / *<currency>*	The amount and the currency of the cash advance.
Purpose	The purpose of the cash advance.
Comment	Any additional comments about the cash advance.

5. Click **Issue**.

Recording Cash Returned Manually by the Employee

If all or part of a cash advance is turned in to the cash advance administrator by the employee, this information can be recorded against the cash advance. The outstanding balance of the cash advance is immediately updated to reflect this return of funds. This is done using the **Record Return Amount** button.

The cash advance must be in the following state to use this feature:

- The cash advance is in an Issued state
- The cash advance balance is above a balance of zero

Once the cash advance return amount is recorded:

- The user receives an email notification (if configured) when the system notes the change in cash advance balance due to the returned cash amount.
- This data is recorded with a status of *Reverse Issuance* in the transaction export file

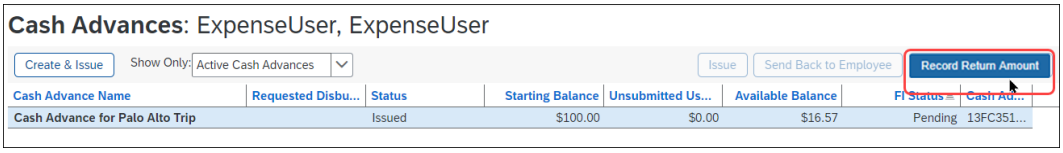
To record a cash advance returned amount:

1. On the **Employee Balance** tab, search for the desired user.

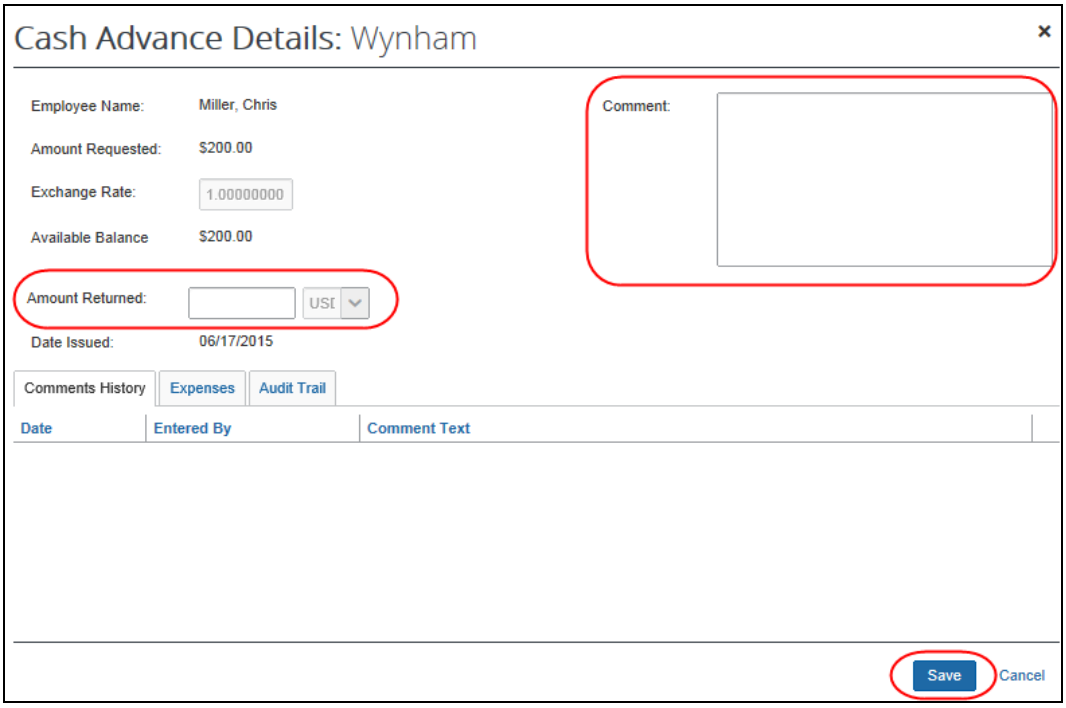
2. Select the employee name. The list of cash advances for that user appears in the bottom pane.

3. Select the desired cash advance.

4. Click **Record Return Amount**.



The **Cash Advance Details** window appears.



5. Enter the amount returned in the **Amount Returned** field and add a comment if desired. If the cash advance was originally issued in a currency other than the user's reimbursement currency, the amount returned may be recorded in either currency.

6. Click **Save**.