CONCUR CASH ADVANCE USER GUIDE

Under certain circumstances (see Cash Advances Guideline), employees can request cash advances to cover travel and business expenses related to University business.

When a specific cash advance is needed, submit a cash advance request in Concur.

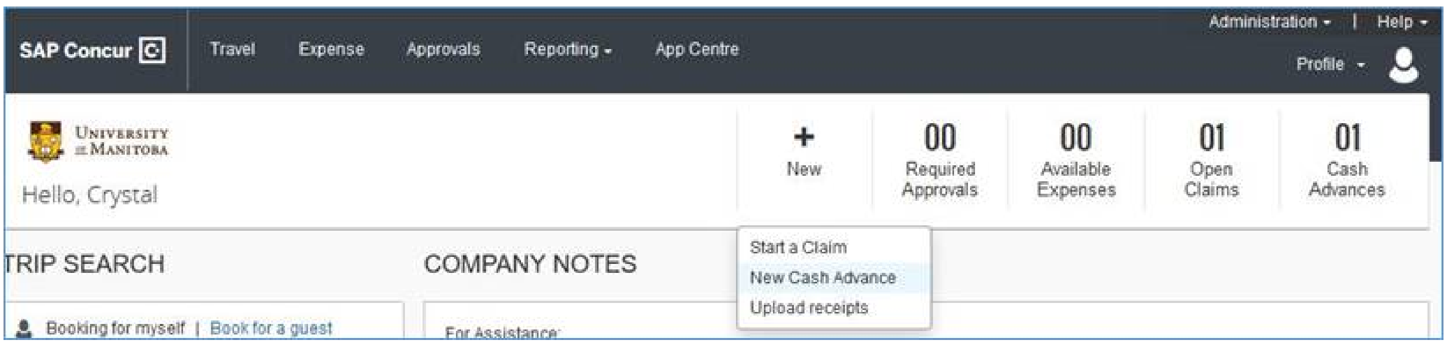
NOTE: Your expense delegate can create a cash advance request on your behalf, but you will need to submit it yourself.

Requesting a Cash Advance Concur

Request must be made at least 2 weeks in advance to provide sufficient time for approvals and payments to your account.

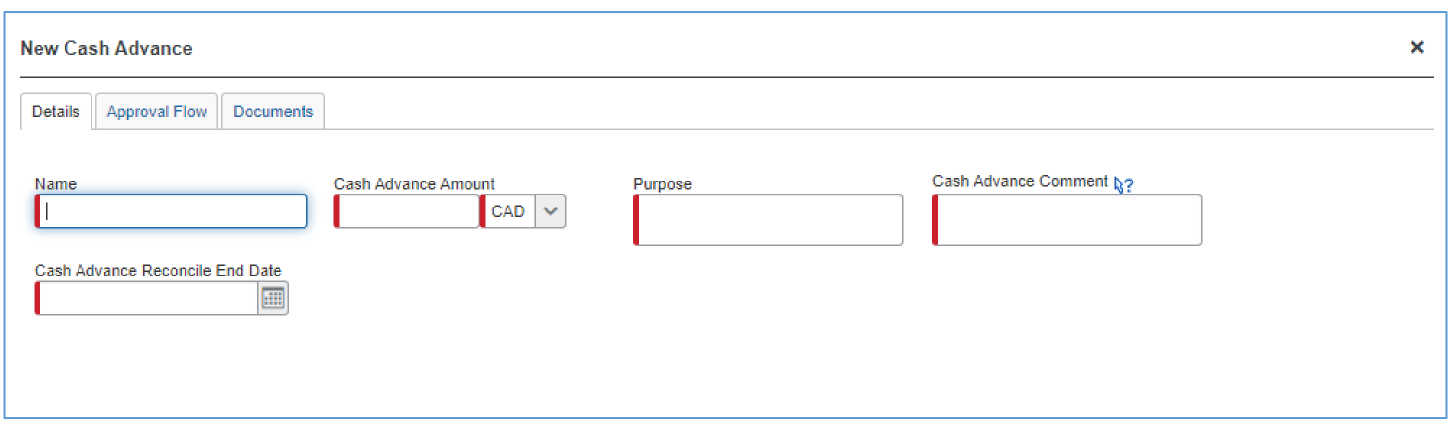
Step 1: Locate Cash Advance section in Concur

On the Concur home page, using the Quick Task Bar, select **New** and then choose **New Cash Advance** from the drop-down menu.



Step 2: Requesting a Cash Advance

The New Cash Advance window appears. On the request, complete the following required fields:



1. **Name -** Enter the Reference Number (RN) and any related information, such as the name of the study.

   TIP: A RN can be found on the Concur homepage under the Company Notes section, or you can obtain one from the UM website.

2. **Cash Advance Amount -** Enter the amount being requested (Canadian Funds Only).
3. **Purpose -** Provide the reason advance is required.

   Examples:

   - To pay for meals, transportation, and accommodation for six students on a research trip. Include travel dates and destination(s), if applicable.
   - To pay research participants honorarium, 30 participants in $10 denomination amounts.

NOTE: If the unit anticipates that any recipient will receive compensation of $250 or more throughout a calendar year, the recipient is required to complete a Non-Employment Payment form. The completed form should be attached when reconciling the cash advance through a Concur expense claim.

4. **Cash Advance Comments** - Include the FOAP, name of the non-employees receiving the advance if not for yourself, including student number if applicable).

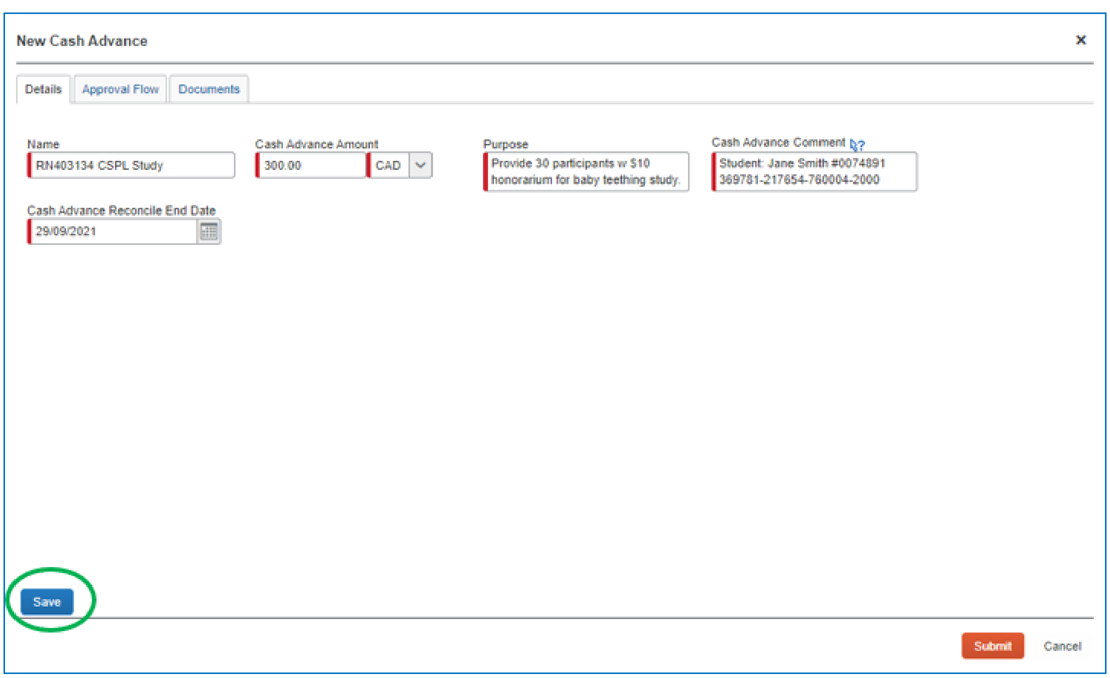
   TIP: The Account code that should be used depends on the reason for the cash advance. For example, to pay honorarium on research funds, use 760004. For all other uses on operating funds, use 760005.

5. **Cash Advance Reconcile End Date** - This date will be 2 weeks after the anticipated end date of the Cash Advance.

   Example:

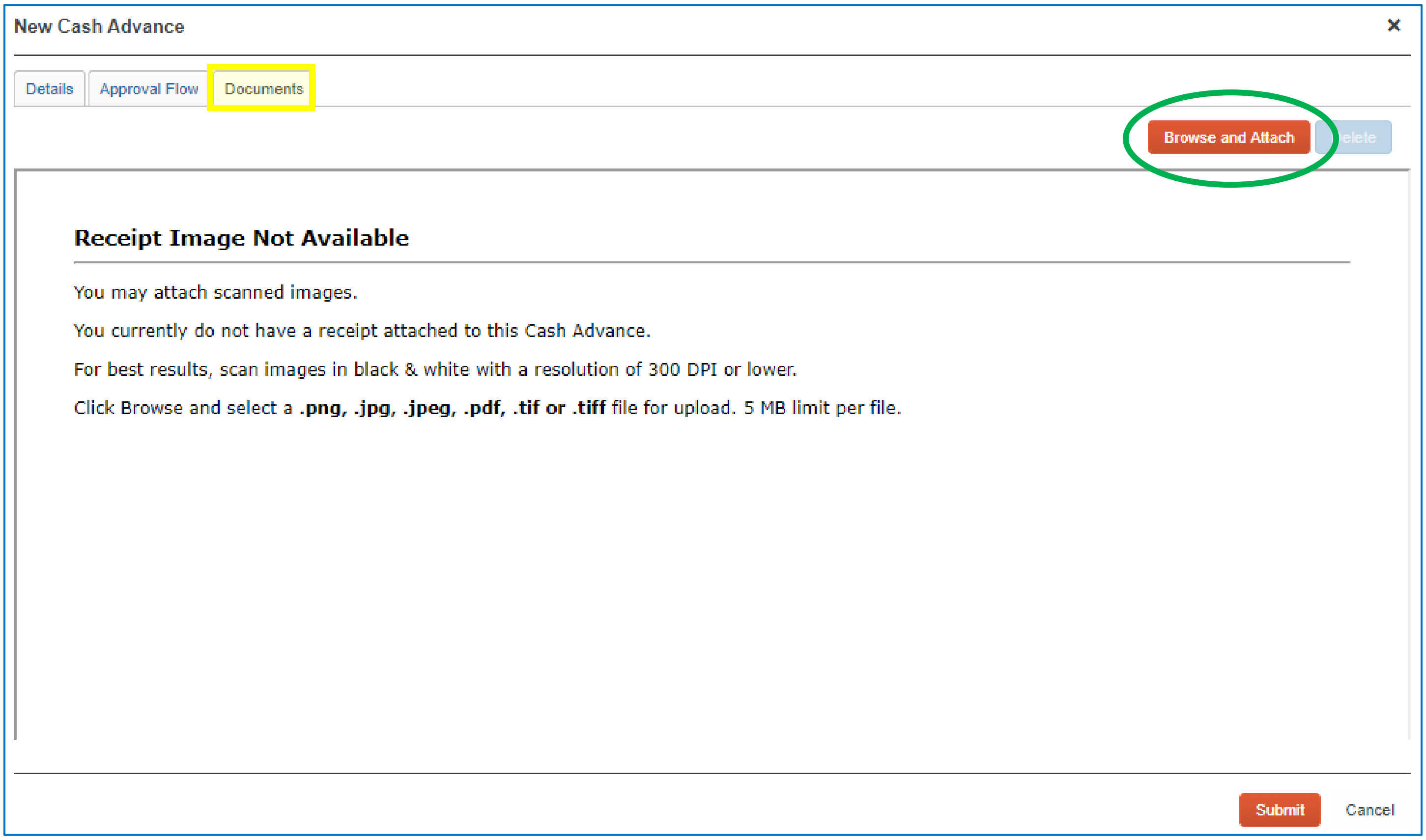
   - An advance to cover honorariums that will be provided during a 3-month study, the end date would be 2 weeks after the 3-month period.

Once you have completed the required fields, click **Save**.



Step 3: Attaching Supporting Documentation to a Cash Advance

On the **Documents** tab, search for and upload any supporting documentation by clicking **Browse** and **Attach**. Supporting documentation may include pre-approval from an employee's one-over-one and/or Financial Authority on the funds being requested, an invoice that outlines payment terms that cannot be made by credit card, or other documentation that provides an explanation to support the request.



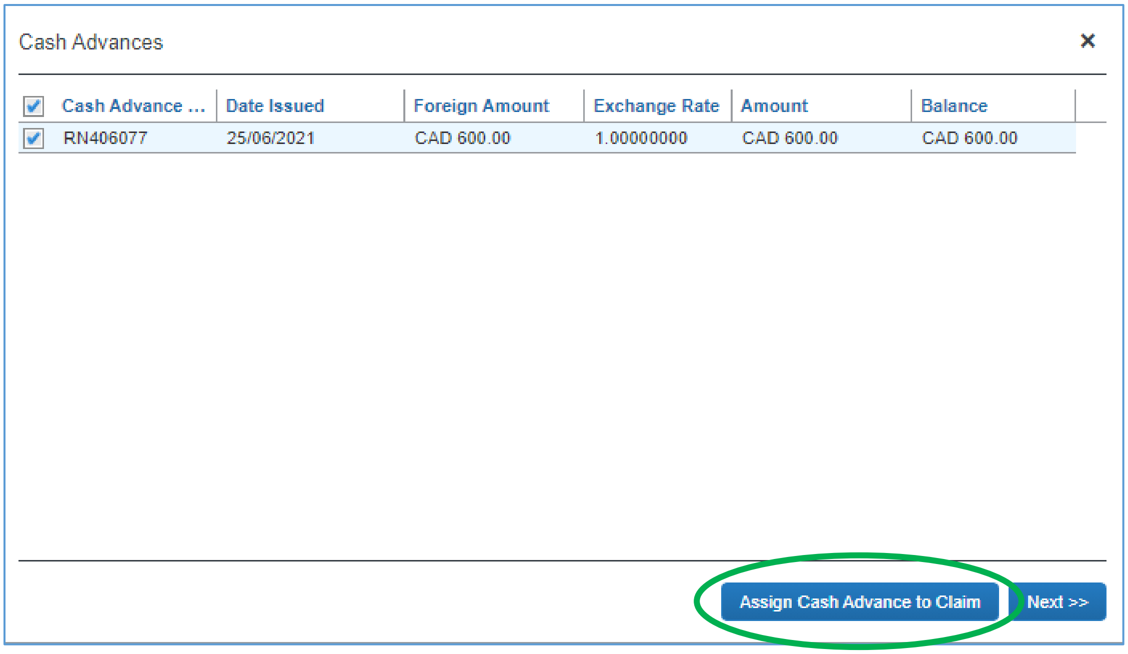
When you're ready to send the request to your designated cash advance approver, click **Submit**.

Your designated cash advance approver will receive an email notification that a cash advance request is pending their approval. After their approval, the advance request must also be reviewed and approved by Financial Services for processing.

Upon full approval, your cash advance is deposited directly into the bank account used for direct deposit of your payroll and expense claim reimbursements or paid by cheque for requests made for non-employees.

Step 4: Reconciling a Cash Advance

Start with a new expense claim in Concur and use the same RN and FOP that was used on the cash advance request. No other cash expenses should be listed on the claim if they do not pertain to the cash advance, as any and all expenses will be deducted from the available balance. When you have completed all the fields in the claim header, click **Next,** and a pop-up window will load. The cash advances that have been issued are listed in the new window. Select the advance from the list and then click, **Assign Cash Advance to Claim**. Each expense entry will have the cash advance balances assigned to the expense.



TIP: To recall the RN and FOAP used on the cash advance, using the Quick Task Bar on the Concur home page, select **Cash Advances** and then open the cash advance comments.

Unused Funds: Cash Advance Return Reconciliation

Once all expenses have been incurred, return all remaining cash to the Cashier's Office.

Using the [Department Deposit Report Form](), you will input the required fields, including the RN, amount of cash being returned, and FOAP information.

NOTE: If you are reimbursing to Research funds, you are required to obtain approval on the form ***prior*** to returning the funds to the Cashier's Office. The form should be emailed to Casey Gooch, Assistant Manager, Research and Special Fund Accounting Services, for approval.

The cash advance return will be submitted with the cash advance expense claim in Concur. Choose the **Cash Advance Return** expense type and the Cash Advance Return expense account, **999999**. Attach the receipt from the Cashier's Office as documentation that funds have been returned.

Questions? Contact Travel Services at 204-480-1001 Ext. 1 or email to travinfo@umanitoba.ca