

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.

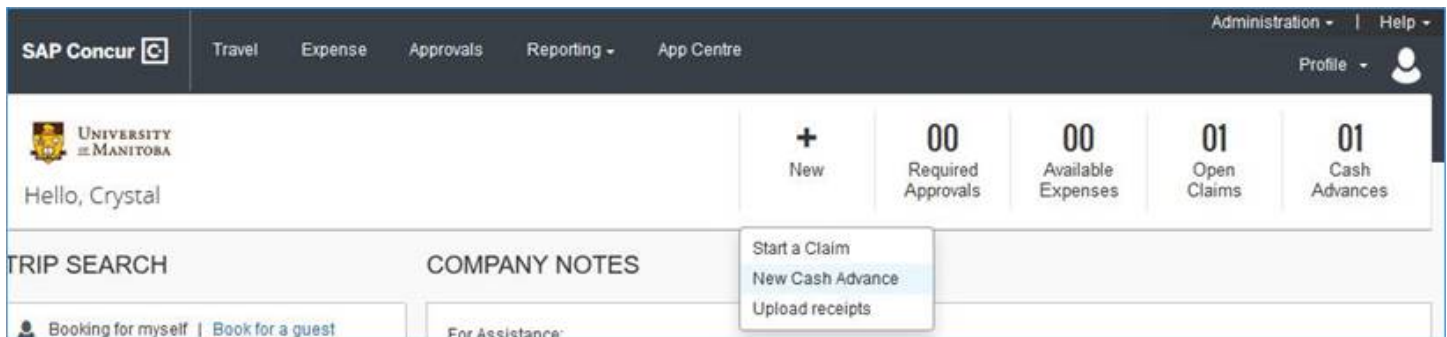
NOTE: Your expense delegate can create a cash advance request on your behalf, but you will need to submit it yourself.

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.

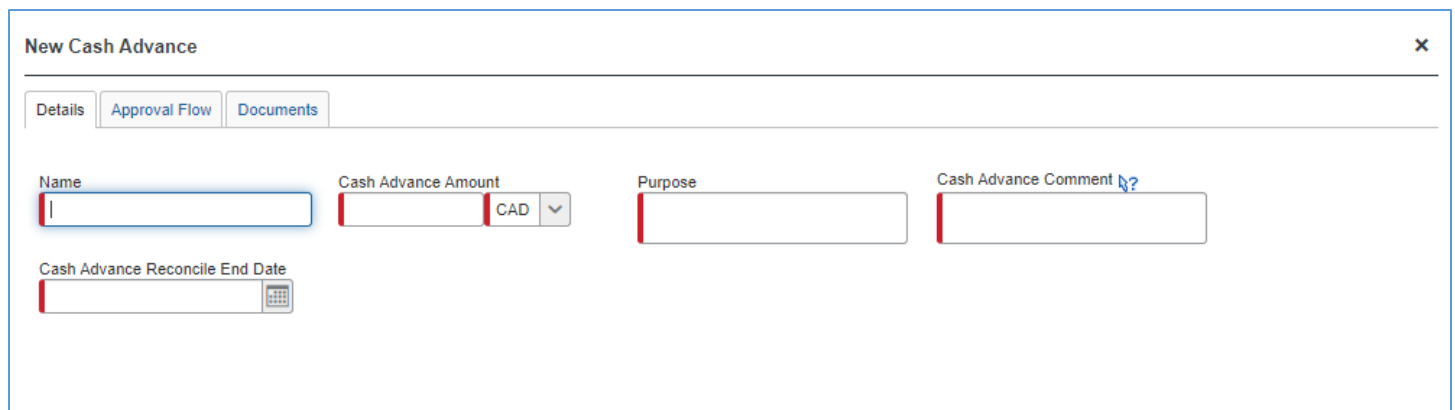
Step 1: Locate Cash Advance section in Concur

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:

A screenshot of the 'New Cash Advance' form. The form has a title bar 'New Cash Advance' with a close button 'x'. Below the title bar are three tabs: 'Details' (selected), 'Approval Flow', and 'Documents'. The form contains several input fields: 'Name' (text input), 'Cash Advance Amount' (text input with a currency dropdown set to 'CAD'), 'Purpose' (text input), 'Cash Advance Comment' (text input with a help icon), and 'Cash Advance Reconcile End Date' (text input with a calendar icon).

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**.

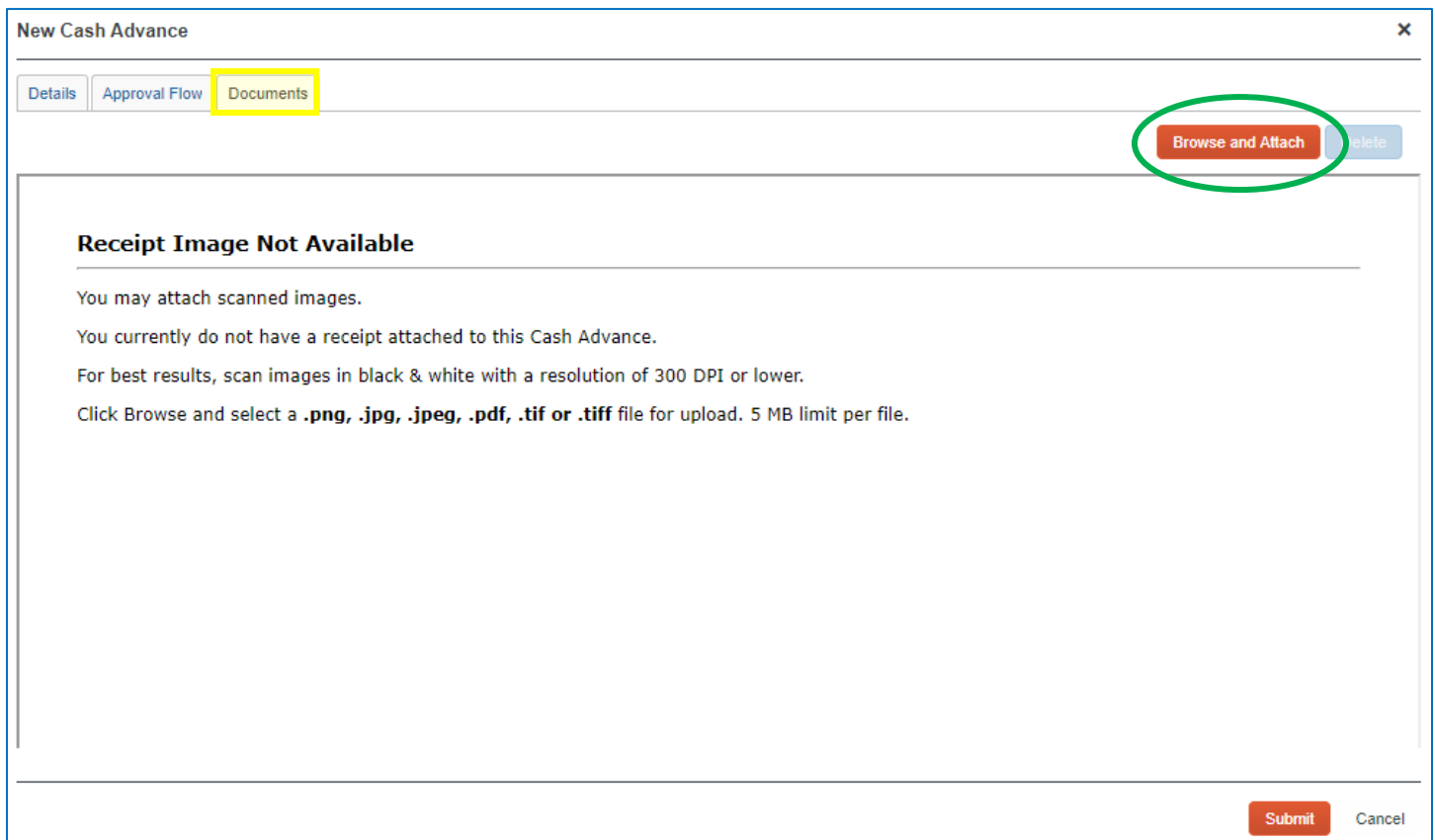
The screenshot shows a web form titled "New Cash Advance" with a close button (X) in the top right corner. Below the title are three tabs: "Details", "Approval Flow", and "Documents". The "Details" tab is selected. The form contains several input fields:

- Name:** A text box containing "RN403134 CSPL Study".
- Cash Advance Amount:** A numeric input box with "300.00" and a dropdown menu showing "CAD".
- Purpose:** A text box containing "Provide 30 participants w \$10 honorarium for baby teething study".
- Cash Advance Comment:** A text box containing "Student: Jane Smith #0074891 369781-217854-760004-2000".
- Cash Advance Reconcile End Date:** A date picker showing "29/09/2021".

At the bottom left, a blue "Save" button is circled in green. At the bottom right, there are "Submit" and "Cancel" buttons.

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.



The screenshot shows a web interface titled "New Cash Advance" with a close button (X) in the top right corner. Below the title bar are three tabs: "Details", "Approval Flow", and "Documents", with "Documents" highlighted in yellow. In the top right corner of the main content area, there is a red "Browse and Attach" button circled in green, and a light blue "Delete" button. The main content area contains the following text:

Receipt Image Not Available

You may attach scanned images.

You currently do not have a receipt attached to this Cash Advance.

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a **.png, .jpg, .jpeg, .pdf, .tif or .tiff** file for upload. 5 MB limit per file.

At the bottom right of the interface, there are two buttons: "Submit" (red) and "Cancel" (light blue).

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.

Cash Advances						
<input checked="" type="checkbox"/>	Cash Advance ...	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input checked="" type="checkbox"/>	RN406077	25/06/2021	CAD 600.00	1.00000000	CAD 600.00	CAD 600.00

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