

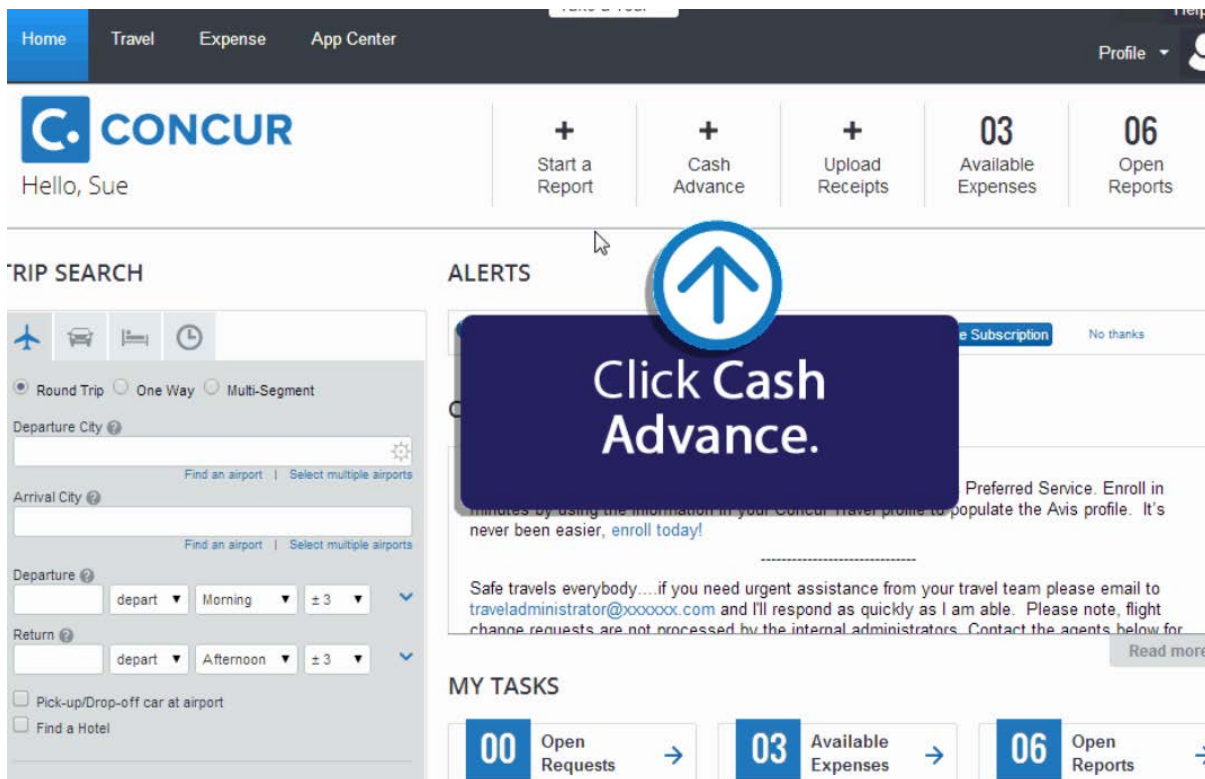
# CASH ADVANCES – REQUESTING A CASH ADVANCE

There are two types of Cash Advances in Concur:

1. Cash Advance Issued by Accounts Payable ~ Out of Pocket
  - Cash Advance is requested by Employee in iBuy Expense Reporting (Concur)
  - Approved by the Employee’s Department and Procurement
  - Cash Advance Name is created by the Employee
2. Cash Advance Issued using the P-Card
  - If the P-Card holder does not have cash withdrawal permission on their P-Card, they must request a P-Card Cash Advance from their Financial Director
  - The iBuy Expense Reporting (Concur) system is not used for P-Card Cash Advances, though P-Card cash withdrawals must be reported as expenses
  - Cash Advance taken from an ATM using the P-Card
  - Cash Advance Name is system generated  
Example: “Thu Jan 14 00:00:00 PST 2016”

## Cash Advance Request ~ Out-of-Pocket

Click on the Cash Advance button on the Concur home page or select it from your Expense page.



Enter all required data. See following page for more details on Approvers and Attaching Documents

# iBuy Expense Reporting System Requesting Cash Advance

## Requesting a Cash Advance

Once the Create a New Cash Advance page appears:

1. Complete all Required Fields (which are marked with red below)

The screenshot shows the 'New Cash Advance' form with the following fields and callouts:

- 1. Complete all Required Fields (which are marked with red below)**: Points to the Name, Cash Advance Amount, Purpose, Cash Advance Comment, Travel Start Date, Travel End Date, and City fields.
- 2. Click on Documents to attach any documentation.**: Points to the 'Documents' tab.
- 3. Click on Approval Flow to verify Default Cash Advance Approver or to select an Approver.**: Points to the 'Approval Flow' tab.
- 4. Click Submit. The Cash Advance List Page will appear.**: Points to the 'Submit' button.

# iBuy Expense Reporting System Requesting Cash Advance

## Cash Advance Approval Flow

If a default Cash Advance Approver is defined in the profile, it will automatically be populated in the Cash Advance Approval box.

If a Cash Advance Approver is not defined in the profile, one will need to be populated in the Cash Advance Approval box.

After the approver is verified or populated, Click Save Workflow.

The screenshot shows the 'New Cash Advance' form with the 'Approval Flow' tab selected. The 'Cash Advance Approval' field is populated with 'Pearson, Jeffrey M.'. The 'Cash Advance Reviewed' field is empty. A 'Save Workflow' button is visible at the bottom.

## Cash Advance Documents

Cash Advances have the ability to have supporting documents attached to the request. This is not required by the system; however, keep in mind that some departments may require an attachment.

Adding documents to a cash advance is similar to attaching receipts by clicking on the Browse and Attach button.

Once attached, click on Details to return to the Details Page or Submit the request

The screenshot shows the 'New Cash Advance' form with the 'Documents' tab selected. A 'Browse and Attach' button is visible. Below the tab, a message states: 'Receipt Image Not Available. You may attach scanned images. You currently do not have receipt attached to this Cash Advance.' A 'Submit' button is visible at the bottom.

The cash advance will be saved in your Cash Advance List.

Cash Advance List

## Active Cash Advances

View ▾ New Cash Advance

| <input type="checkbox"/> | Cash Advance Name | Purpose             | Status                         | Request Date ▾ | Amount Requ... | Exchange Rate | Starting Balance | Available Bala... |
|--------------------------|-------------------|---------------------|--------------------------------|----------------|----------------|---------------|------------------|-------------------|
| <input type="checkbox"/> | Trip to Miami     | Business Conference | Pending Approval - Mason, Matt | 08/14/2014     | \$200.00       |               | Not Available    | \$0.00            |

Select the View drop-down menu to see the status of your cash advances.

CONCUR | Travel | Expense | Approvals | Administration ▾ | Help ▾

Profile ▾

Manage Expenses | View Transactions | Cash Advances ▾ | Process Reports

Cash Advance List

## Active Cash Advances

View ▾ New Cash Advance

- Active Cash Advances
- Pending Cash Advances
- Approved Cash Advances
- Sent Back Cash Advances
- Issued Cash Advances
- Cancelled Cash Advances
- Completed Cash Advances
- All Cash Advances

| <input type="checkbox"/> | Cash Advance Name | Purpose | Status                | Request Date ▾ | Amount Requ... | Exchange R... | Starting Bala... | Available Bal... |
|--------------------------|-------------------|---------|-----------------------|----------------|----------------|---------------|------------------|------------------|
| <input type="checkbox"/> |                   |         | Sent Back to Employee | 12/09/2015     | \$500.00       |               | \$500.00         | \$0.00           |

## Cash Advance Status ~ Definitions



Navigation: Expense > Cash Advance > View Cash Advances

CONCUR | Travel | Expense | Approvals | Reporting ▾ | Administration ▾

Manage Expenses | Cash Advances ▾ | Processor ▾

Cash Advance List

## Active Cash Advances

View ▾ New Cash Advance

| <input checked="" type="checkbox"/> | Cash Advance Name | Purpose | Status                              | Request Date ▾ | Amount Reque... | Exchange Rate | Starting Balance | Available Bala... |
|-------------------------------------|-------------------|---------|-------------------------------------|----------------|-----------------|---------------|------------------|-------------------|
| <input checked="" type="checkbox"/> | test              | test    | Pending Approval - Pearson, Jeffrey | 3/21/2016      | \$12.00         |               | Not Available    | \$0.00            |

| Cash Advance Status                        | Definition                              |
|--|---|
| Pending Approval – (Approver Name)         | Pending Department Approval             |
| Sent Back to Employee – (Name of Approver) | Cash Advance Not Approved by Department |
| Pending Cash Advance Administrator         | Pending Accounts Payable Review         |
| Approved                                   | Cash Advance has been approved          |
| Issued                                     | Extracted for Payment                   |
| Not Issued                                 | Rejected by Accounts Payable            |
| Completed                                  | Assigned to an Approved Expense Report  |