

SAP CONCUR How-To Sheets

Approving a CASH ADVANCE REQUEST

Approval Flow



This how-to sheet outlines the steps required:

For managers or cost object approvers to approve **cash advance requests**.

Who is the manager?

The manager (i.e. Manager Approval in the approval flow) must be an individual in a one-up role or higher from the claimant.

Who is the cost object approver?

The financial approval authority/ies (i.e. Cost Object Approval in the approval flow) for the index/es that a given report has been charged to.

What if the approver is both?

If the approver is both the manager and cost object approver they will be **approving BOTH STEPS in the 'Manager Approval' step**.

Change in Terminology:

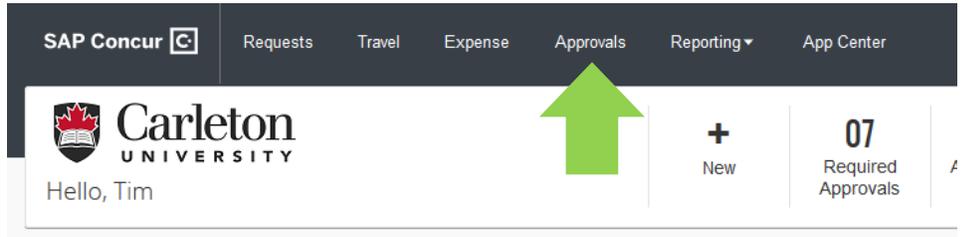
Request was called 'Authorization Report' in the old system.

Governing Policies can be found on the University Secretariat's site:

- Approval and Delegation of Authority
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/LAPTOP

- From the landing page, click on the dark grey 'Approvals' button at the top of the screen.

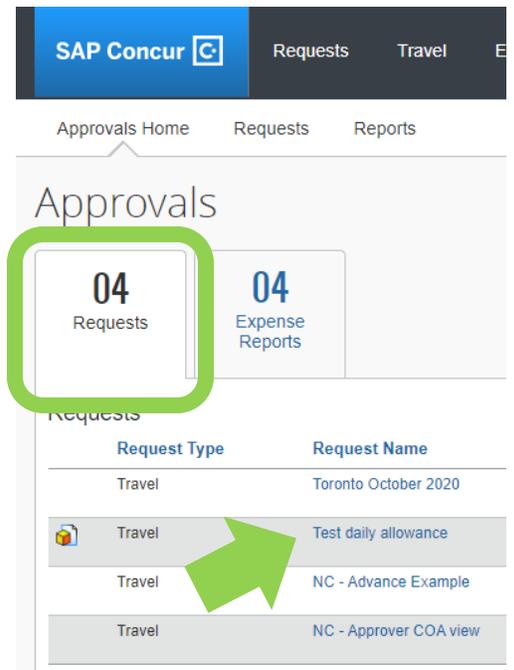


- If there is a number on the 'Requests' tab, a cash advance request is waiting for your approval.

Click on the blue 'Request Name' you want to approve.

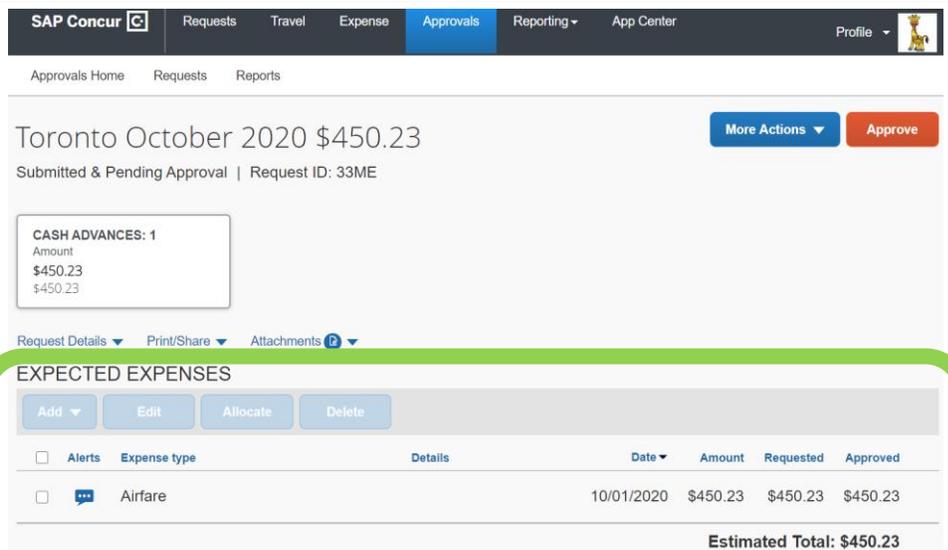
Tip: As an approver, if you see

this icon, , you are approving as the 'cost object approver'.



- The columns will tell you ...

- Alerts:** hover over the speech bubble icon to view comments
- Expense Type**
- Details:** city
- Date:** date of purchase
- Amount:** amount on receipt
- Requested:** amount claimed for the expense
- Approved:** shows any changes made by approver



IMPORTANT! A processor has **already** verified that the details provided here match the receipts.

4. Click on any row to view additional detail or modify fields.

The following fields can be modified:

- **Account Code**
- **Approved Amount:** This field can only be adjusted down.
- **Comments:** Field for Approver comments. Claimant comments appear below.

Allocate

Account Code * 719100 - Conference, Meeting Travel - General (3)

Transaction Amount 450.23

Currency Canada, Dollar

Approved Amount \$ 450.23

Vendor Air Canada

City

Comment

Laura Landriault 07/29/2020
return flight

Tip: Hover over the question mark icon for an explanation about a given field.

5. To review supporting documentation, click on the blue 'Attachments' text and choose 'View Documents' from the drop down menu.

Toronto October 2020 \$450.23

Submitted & Pending Approval | Request ID: 33ME

CASH ADVANCES: 1

Amount
\$450.23
\$450.23

Request Details Print/Share Attachments

EXPECTED EXPENSES

View Documents

6. If you need to send the report back to the claimant, click on the blue 'More Actions' button and choose 'Send Back to Employee' from the drop down menu.

SAP Concur Requests Travel Expense Approvals Reporting App Center Profile Help

Approvals Home Requests Reports

Toronto October 2020 \$450.23

Submitted & Pending Approval | Request ID: 33ME

More Actions Approve

Edit Approval Flow
Send Back to Employee

7. Read the 'User Electronic Agreement.

Approver Agreement



Click the blue 'Accept & Continue' button to **certify** that the text in the 'User Electronic Agreement' window is true.

By clicking 'Accept' I certify that the estimated expenses in this Request have been reviewed and are in compliance with Carleton University policy.

Cancel

Accept & Continue



8. After you've finished approving a claim, the system will return to the remaining reports pending your approval.

Tip: To view reports that you have already approved, click on blue 'View' button.

The screenshot shows the SAP Concur interface. At the top, there is a blue header with the SAP Concur logo and navigation tabs for 'Requests', 'Travel', and 'Exp'. Below this is a secondary navigation bar with 'Approvals Home', 'Requests', and 'Reports'. A green arrow points to the 'View' button in the 'Requests' section, which has opened a dropdown menu. The dropdown menu lists several options: 'Requests Pending your Approval' (which is selected), 'Requests you Approved this Month', 'Requests you Approved last Month', 'Requests you Approved this Quarter', 'Requests you Approved last Quarter', 'Requests you Approved this Year', 'Requests you Approved last Year', and 'All Approved Requests'.

What next?

- Visit the carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.