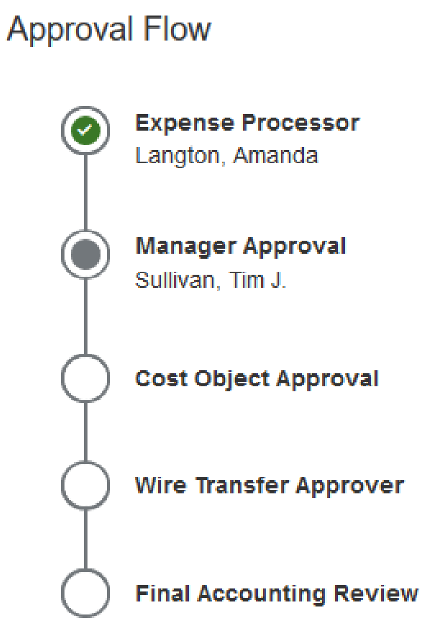
FINANCIAL ADMINISTRATION
COMMUNITY TRAINING & SOLUTIONS

SAP CONCUR How-To Sheets

Approving a CASH ADVANCE REQUEST



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.**

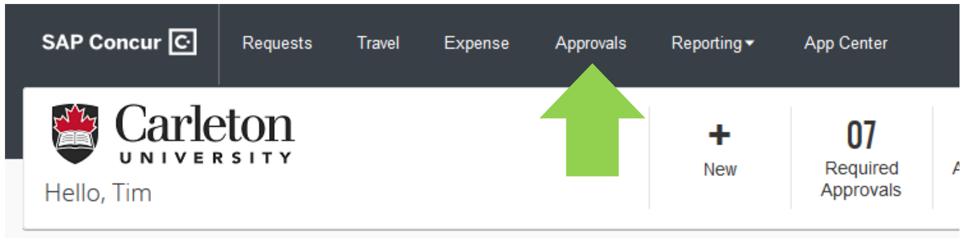
Change in Terminology:
Request was called 'Authorization Report' in the old system.

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

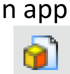
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/LAPTOP

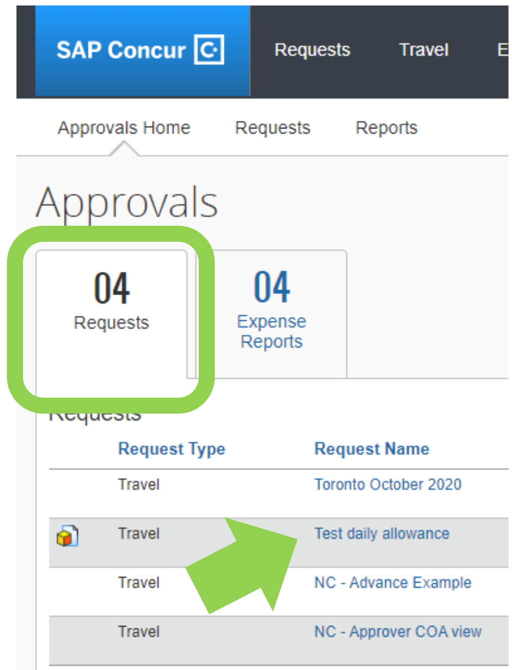
1. From the landing page, click on the dark grey 'Approvals' button at the top of the screen.



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

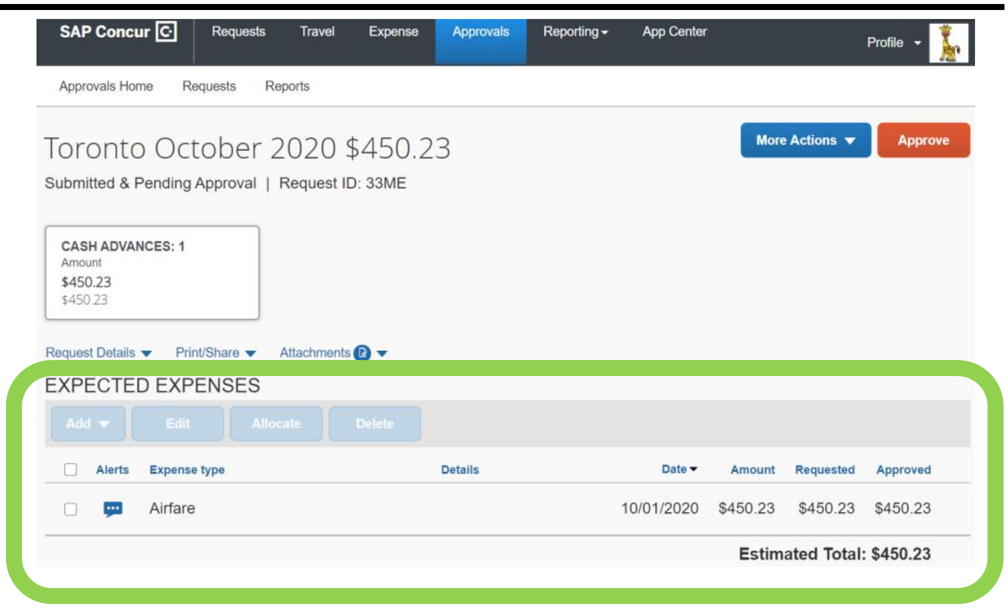
   Click on the blue 'Request Name' you want to approve.

   Tip: As an approver, if you see this icon, , you are approving as the 'cost object approver'.



3. 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.

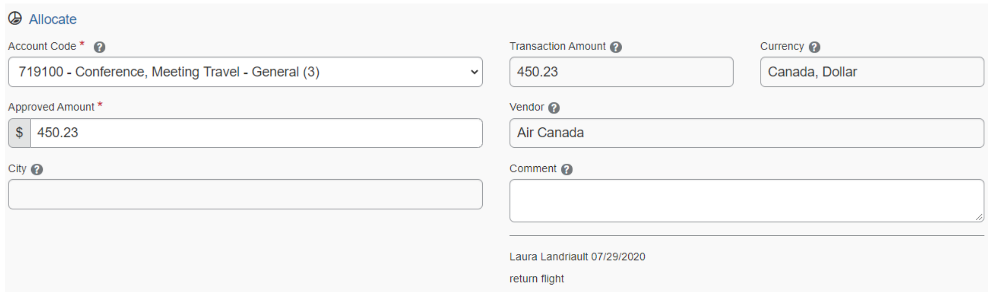


4. Click on any row to view additional detail or modify fields.

The following fields can be modified:

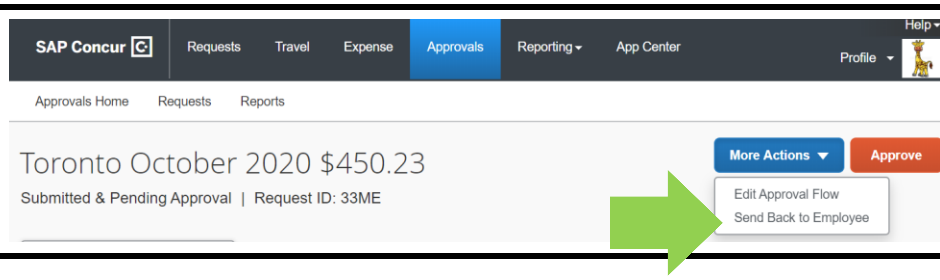
- **Account Code**
- **Approved Amount**: This field can only be adjusted down.
- **Comments**: Field for Approver comments. Claimant comments appear below.

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



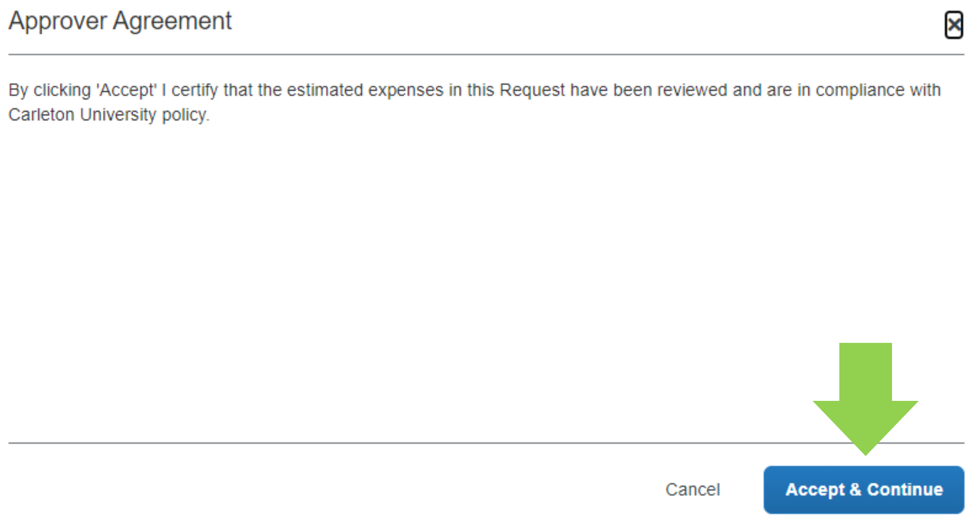
5. To review supporting documentation, click on the blue 'Attachments' text and choose 'View Documents' from the drop down menu.

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' form the drop down menu.



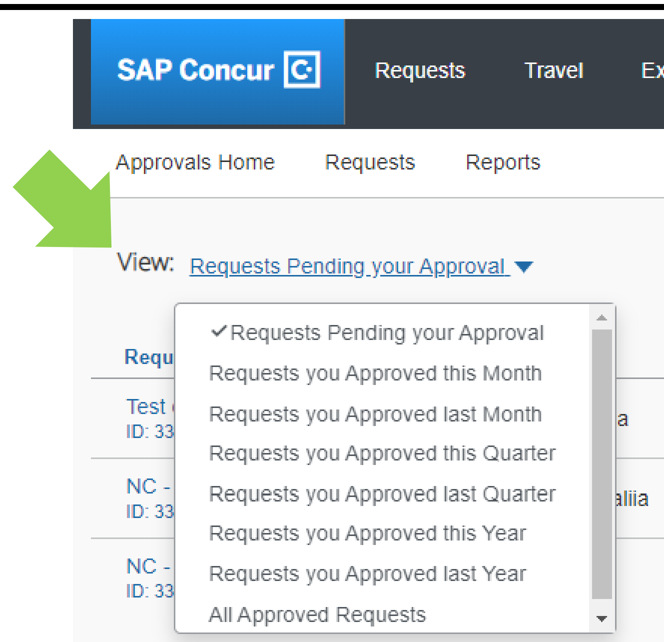
7. Read the ‘User Electronic Agreement.

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



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.



What next?

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