

SAP CONCUR How-To Sheets

Submitting an expense report when returning an outstanding cash advance

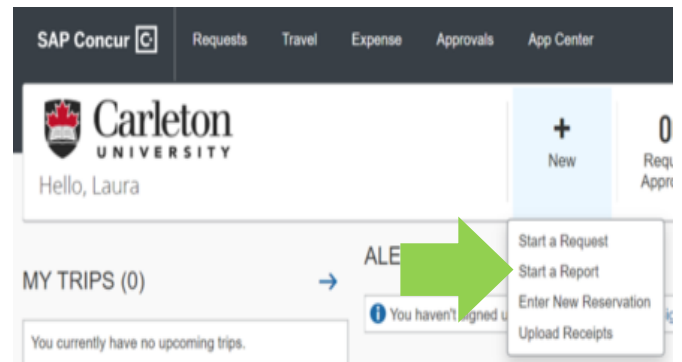
This how-to sheet outlines the steps required to:

Submit an expense report when you have received a cash advance, **but have not used all of it and therefore must return the unused funds to the university.**

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

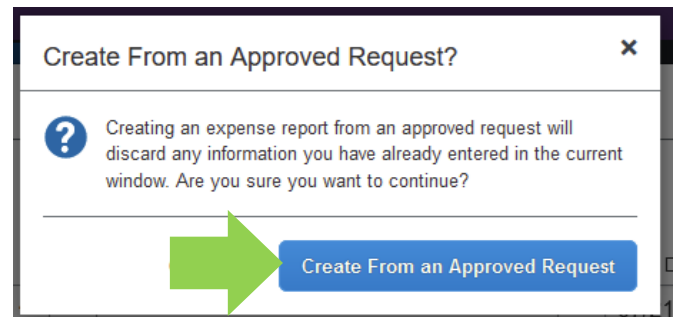
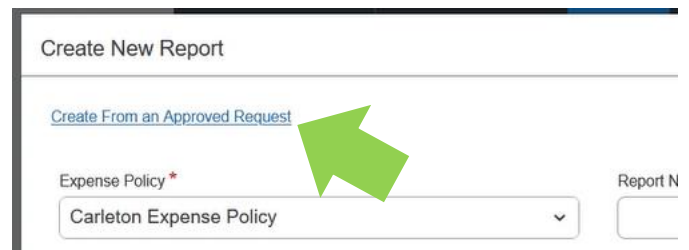
1. From the landing page, click on the '+ New' button at the top of the screen.

Choose 'Start a Report' from the drop-down menu.



2. Click on the blue 'Create From an Approved Request' text.

Click on the blue 'Create From an Approved Request' button.



3. Click on the radio button for the cash advance request that you are returning.

Click on the blue **'Create Report'** button.

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
Training Demo	4C44	04/10/2023	04/11/2023	No	\$1,002.55	\$1,002.55	\$1,002.55
Request for \$0 report test 1	3EHX	03/30/2021	03/30/2021	No	\$250.00	\$250.00	\$250.00

4. Because the expense report has been created from a request, the header and expense lines have been pulled over.

Training Demo \$1,002.55
Not Submitted | Report Number: 0HHAZ7

REQUEST Approved: \$1,002.55
CASH ADVANCE: 1 Amount: \$1,002.55 Remaining: \$0.00

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Airfare	SkyWest Airlines Ottawa, Ontario	04/10/2023	\$752.55
<input type="checkbox"/>		Out of Pocket	Conference/ Registration Fees	Concur Ottawa, Ontario	04/10/2023	\$250.00
						\$1,002.55

5. Either delete or adjust expense lines as needed.

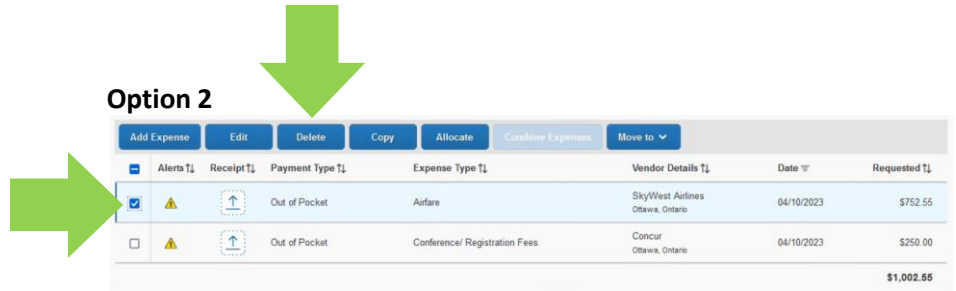
Option 1:

If you are **returning the FULL amount of the advance**, click on the box at the top of the list of expenses to delete ALL of the expenses that were pulled forward from the request. Click on the blue **'Delete'** button.



Option 2:

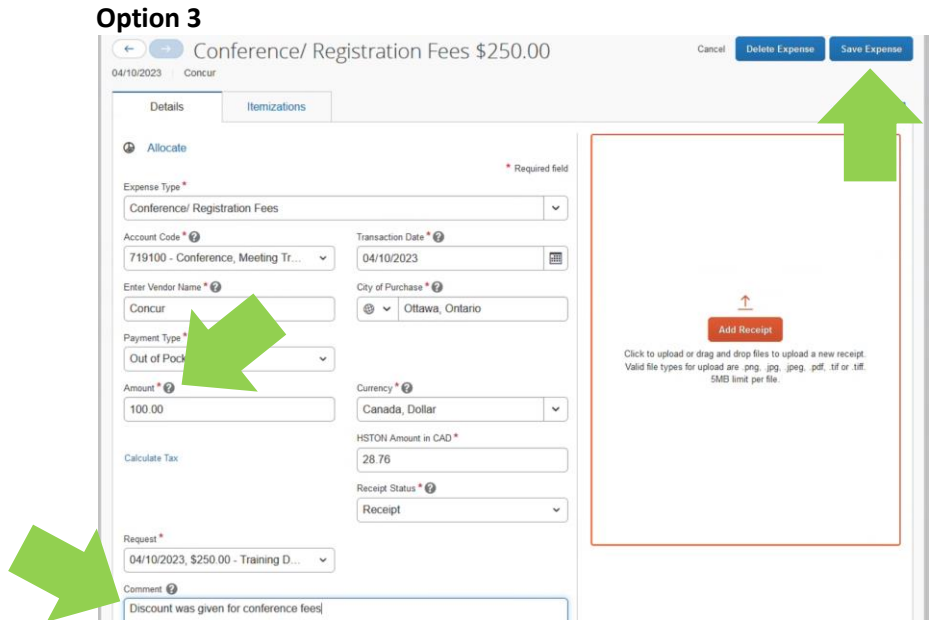
To **return an expense line**, click on the box beside the expense line/s you will no longer be claiming. Click on the blue **'Delete'** button.



Option 3:

To **adjust the amount of an expense line**, click on a given expense line. In the window that opens, modify the **'Amount'** field and click on the blue **'Save Expense'** button.

When you modify the amount, remember to explain why in the **'Comment'** field comment.



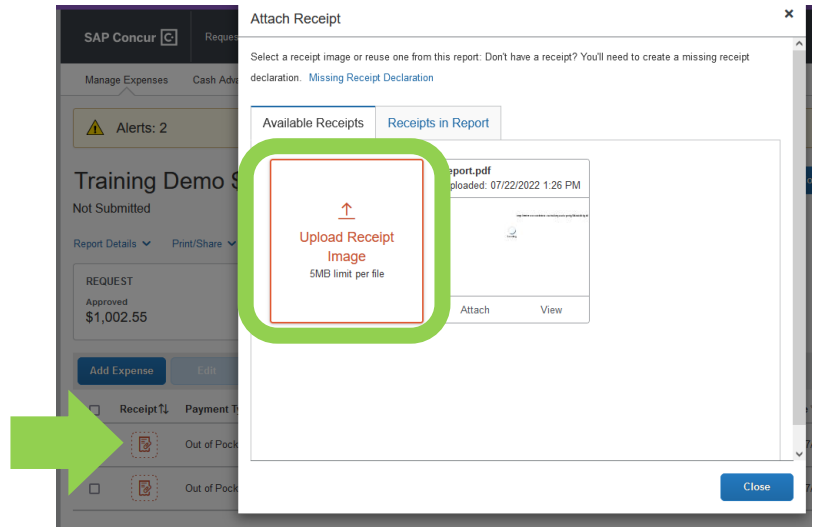
6. For remaining expense lines ...

Attach required documentation to each of the remaining expense lines.

To add documentation, click on the red **'document'** icon to open the 'Attach Receipt' window (the green arrow is pointing at the red document icon).

Click on the **'Upload Receipt Image'** box to retrieve the saved files from your device (i.e. you saved the images to your device when you created the related request).

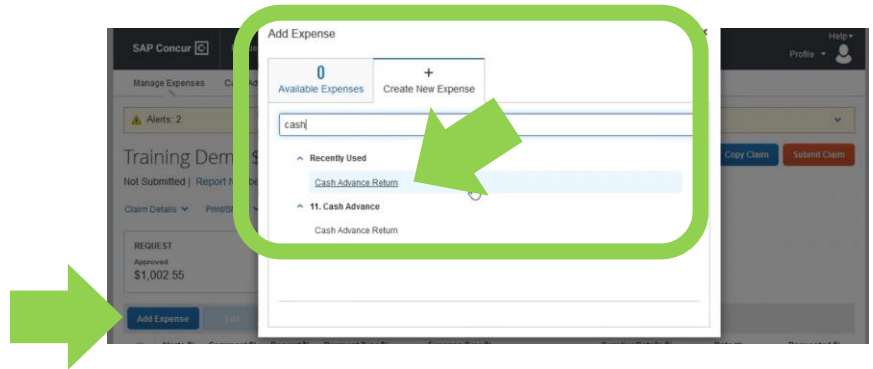
Click on the blue **'Close'** button.



7. Add the line for your 'Cash Advance Return' by clicking the blue **'Add Expenses'** button.

In the 'Add Expense' window that opens, type 'Cash Advance Return' in the **'Search for an expense type'** field.

Click on **'Cash Advance Return'**.



- In the 'New Expense' window that opens, enter today's date in the 'Date' field and the amount that you will be returning to Carleton University in the 'Amount' field.

In the 'Description' field, you can enter any related information about the payment. If you are sending the money back by cheque or electronic payment, you can indicate that here.

The screenshot shows the 'New Expense' form in SAP Concur. The 'Expense Type' is set to 'Cash Advance Return'. The 'Date' field is highlighted with a green box, and a green arrow points to it. The 'Amount' field is also highlighted. The 'Description' field is empty. The 'Currency' is set to 'Canada, Dollar'. There are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'.

- If there is something you want to attach, click on the 'Upload New Receipt' box and follow the prompts.

NOTE: No back up is required for returning an advance.

Accepted file types: PNG, JPG, JPEG, PDF, TIF, TIFF.

To save the expense, click on the blue 'Save Expense' button.

The screenshot shows the 'New Expense' form with the 'Add Receipt' button highlighted by a green arrow. The 'Date' field is set to '04/10/2023' and the 'Description' is 'Returned by e-transfer'. The 'Amount' field is empty. The 'Currency' is 'Canada, Dollar'. There are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. A 'Hide Receipt' button is also visible.

- Before submitting your report, go to the 'Print/Share' dropdown menu and choose '*CU-Cash Advance Return Report'.

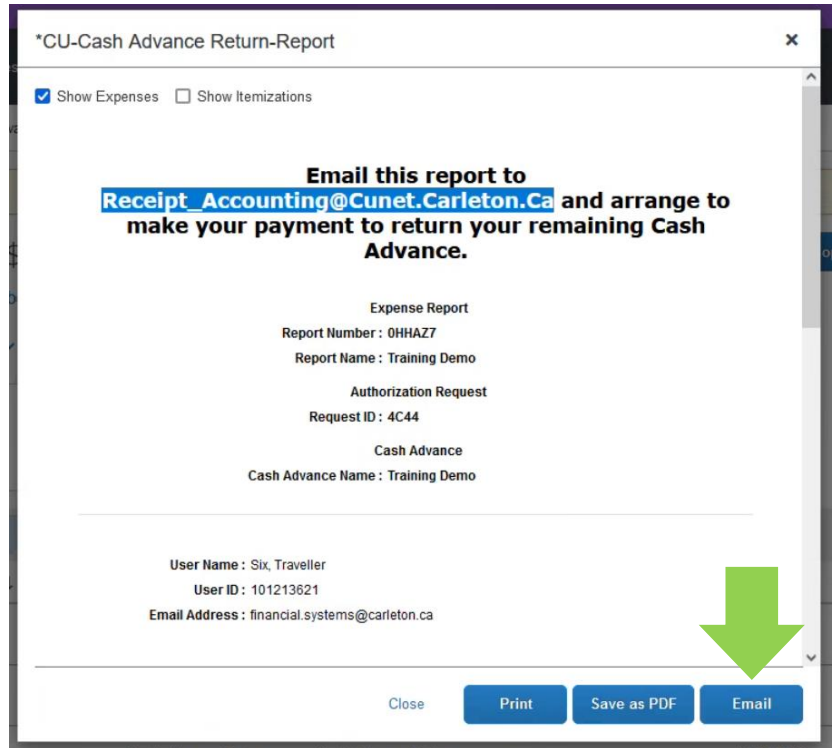
The screenshot shows the report view for a training demo. The 'Print/Share' dropdown menu is open, and the 'CU-Cash Advance Return Report' option is highlighted by a green arrow. The report shows a total amount of \$852.55. The 'CASH ADVANCE: 1' section shows an amount of \$1,002.55 and a remaining amount of \$0.00. There are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'.

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
			Out of Pocket	Airfare	SkyWest Airlines Ottawa, Ontario	04/10/2023	\$752.55	\$752.55
			Out of Pocket	Conference/ Registration Fees	Concur Ottawa, Ontario	04/10/2023	\$100.00	\$100.00
			Cash Advance Return	Cash Advance Return		04/10/2023	\$150.00	\$0.00
							\$1,002.55	\$852.55

- When the '*CU*Cash Advance Return-Report' window appears, click on the blue 'Email' button.

If you plan to send in a cheque for your payment, also choose 'Print' and attach a copy of the printed report to your cheque when mailing it to 301 Robertson Hall.

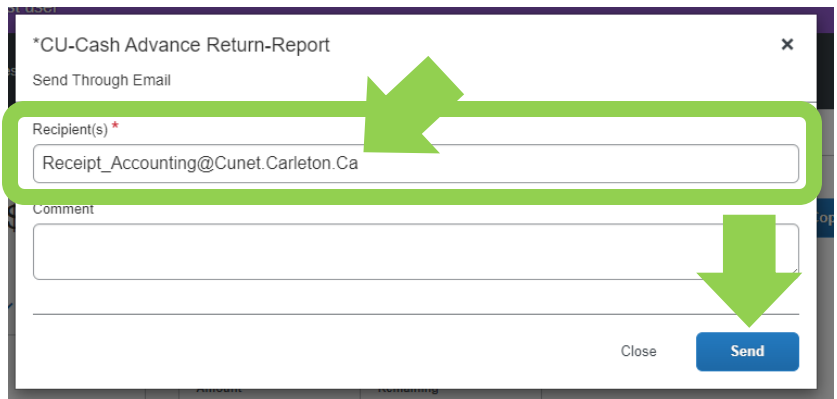
TIP: If you don't have access to a printer, write the 'Report Number' on the cheque.



- When the 'Send Through Email' window appears, enter 'Receipt_Accounting@Cunet.Carleton.Ca' in the 'Recipient(s)' field.

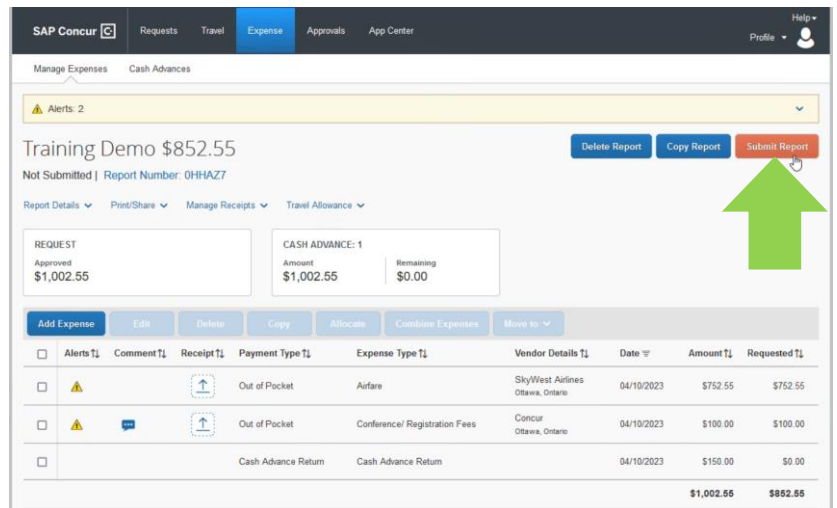
In the comment field, indicate if you will be sending a cheque or ask for details about how you can make an electronic payment.

Click on the blue 'Send' button.



- Click the orange 'Submit Report' button to submit the report for processing.

Tip: Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.



14. Read the **'User Electronic Agreement'**.

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

Click on the black **'Cancel'** text to return to the report.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

All expenses charged to a research fund must comply with the following four basic principles.

- Expenses contribute to the direct cost of the research for which funds were awarded
- Expenses must not be normally provided by the University to research personnel
- Expenses must be effective and economical
- Expenses must not result in personal gain for members of the research team

Cancel Accept & Continue

15. In the **'Report Totals'** window, the **'Company Pays'** total will be \$0.

In the center of this window, the **'Employee Payments'** is the amount you will have to return to the university.

Click on the blue **'Submit Claim'** button.

Report Totals

Company Payments
\$0.00
Employee

Employee Payments
\$150.00
Company

Amount Total: \$1,002.55	Due Employee: \$0.00	Owed Company: \$150.00
Less Cash Advance Returns: \$150.00	Cash Advance Utilized: \$852.55	
Requested Amount: \$852.55	Total Paid By Company: \$852.55	Total Owed By Employee: \$150.00

Cancel Submit Report

What next?

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