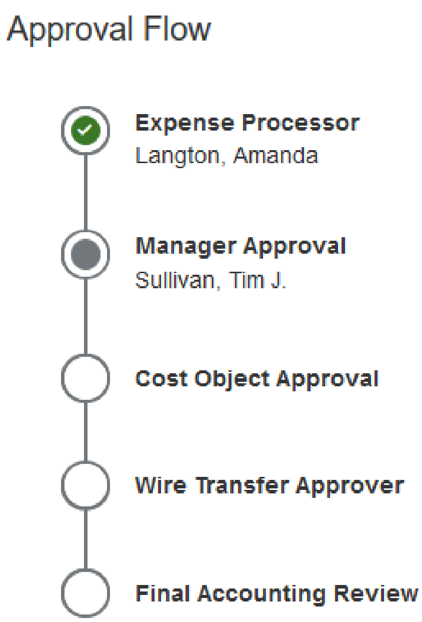
SAP CONCUR How-To Sheets

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.**

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

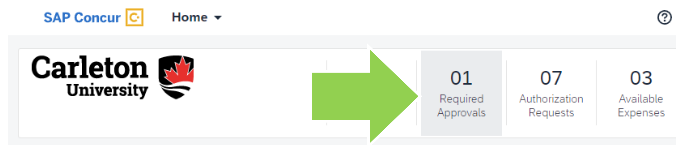
- Approval and Delegation of Authority
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

Last updated February 14, 2024

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

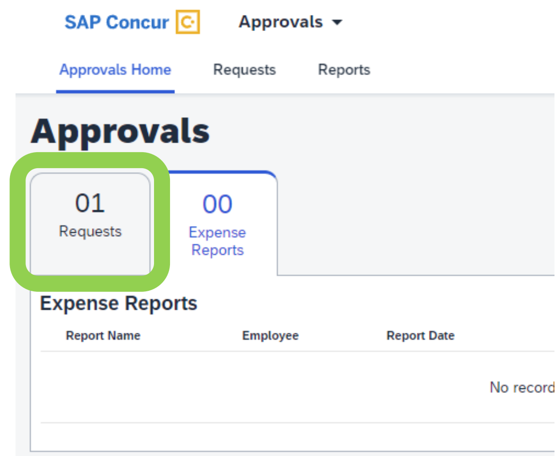
1. From the landing page, click on the **'Required Approvals'** button at the top of the screen.

   In this example, there is one required approval.

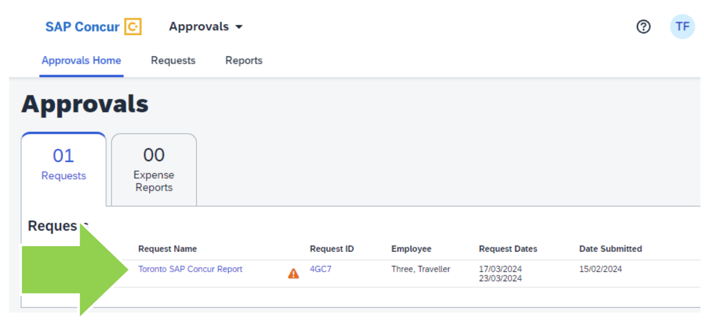


2. If there is a number on the 'Requests' tab, a cash advance request is waiting for your approval.

   Click on the **'Requests'** tab.



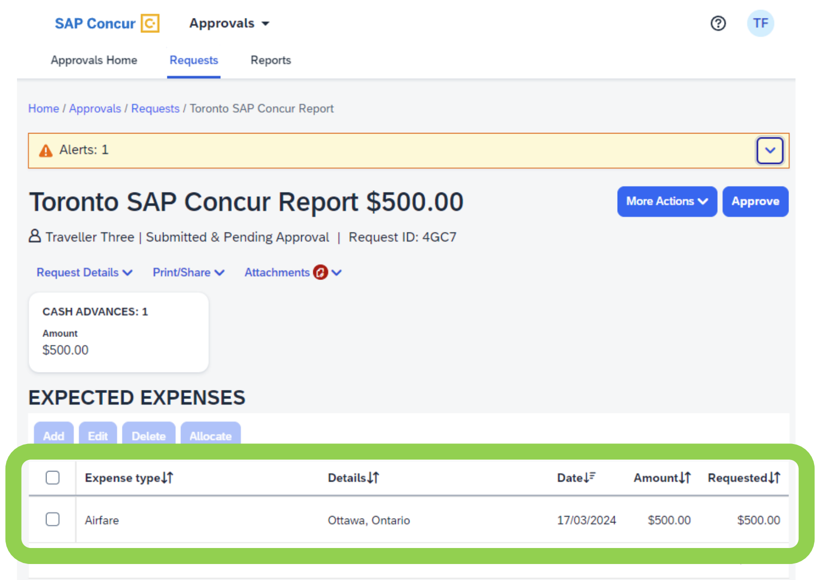
3. Click on the blue request name you want to approve.



4. The columns will tell you …
    - **Alerts:** hover over any speech bubble icons to view comments
    - **Expense Type**
    - **Details:** city
    - **Date:** date of purchase
    - **Amount:** amount on receipt
    - **Requested:** amount claimed for the expense

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

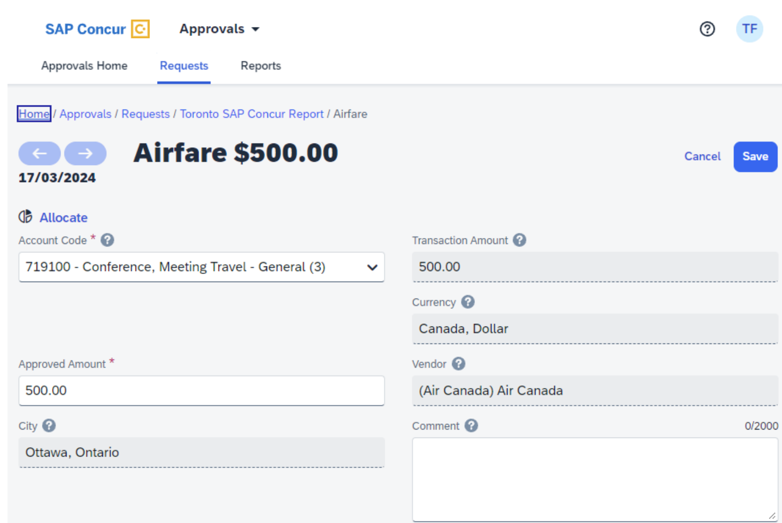
Click on any row to view additional detail or modify fields.



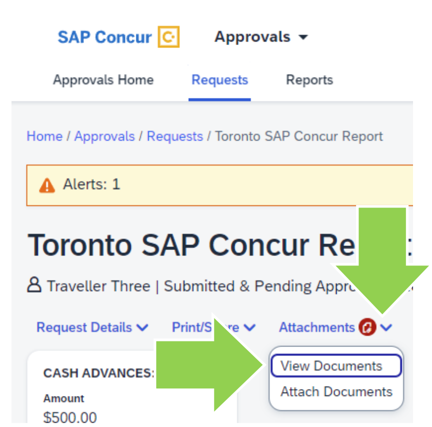
5. The following fields can be modified:
    - **Account Code**
    - **Approved Amount**: This field can only be adjusted down.
    - **Comments**: Field for approver comments.

Don't forget to click on the blue 'Save' button if you make any changes.

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

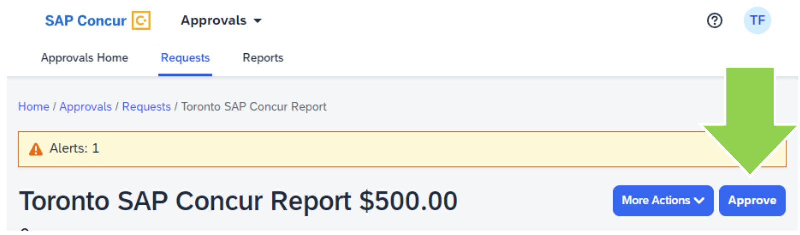


6. To review supporting documentation, click on the blue **'Attachments'** text and choose **'View Documents'** from the drop-down menu.



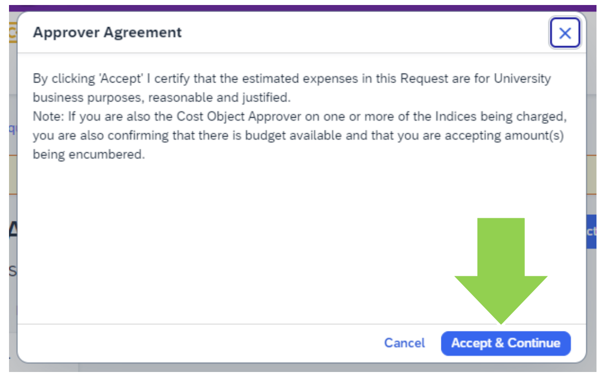
7. Click on the blue **'Approve'** button.

TIP: 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.

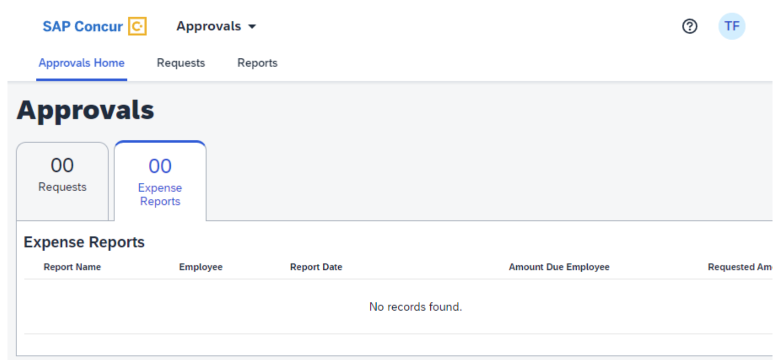


8. Read the 'User Electronic Agreement.

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



9. After you've finished approving a claim, the system will return to the remaining request pending your approval. In this example, there are none.



What next?

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