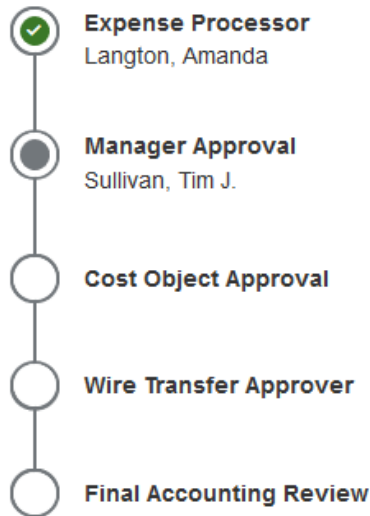


SAP CONCUR How-To Sheets

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.

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

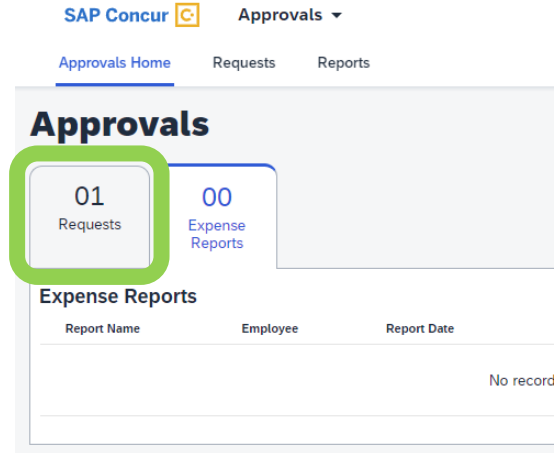
1. From the landing page, click on the **'Required Approvals'** button at the top of the screen.

In this example, there is one required approval.

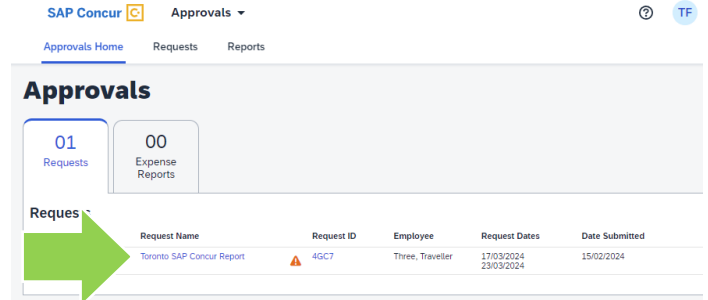


2. If there is a number on the **'Requests'** tab, a cash advance request is waiting for your approval.

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.

SAP Concur Approvals

Approvals Home Requests Reports

Home / Approvals / Requests / Toronto SAP Concur Report

Alerts: 1

Toronto SAP Concur Report \$500.00

Traveller Three | Submitted & Pending Approval | Request ID: 4GC7

Request Details Print/Share Attachments

CASH ADVANCES: 1
Amount \$500.00

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Expense type↑	Details↑	Date↑	Amount↑	Requested↑
<input type="checkbox"/>	Airfare	Ottawa, Ontario	17/03/2024	\$500.00	\$500.00

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.

SAP Concur Approvals

Approvals Home Requests Reports

Home / Approvals / Requests / Toronto SAP Concur Report / Airfare

Airfare \$500.00

17/03/2024

Allocate

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

Transaction Amount 500.00

Currency Canada, Dollar

Vendor (Air Canada) Air Canada

Approved Amount * 500.00

City Ottawa, Ontario

Comment 0/2000

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

SAP Concur Approvals

Approvals Home Requests Reports

Home / Approvals / Requests / Toronto SAP Concur Report

Alerts: 1

Toronto SAP Concur Report \$500.00

Traveller Three | Submitted & Pending Approval

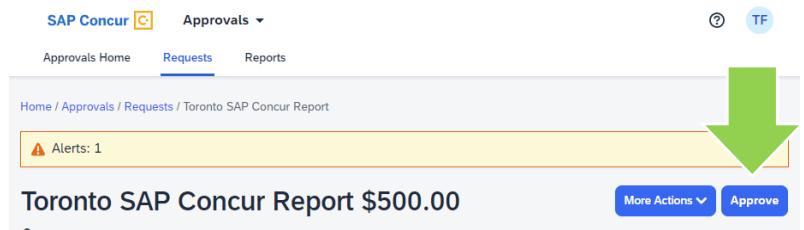
Request Details Print/Share Attachments

CASH ADVANCES: 1
Amount \$500.00

View Documents Attach Documents

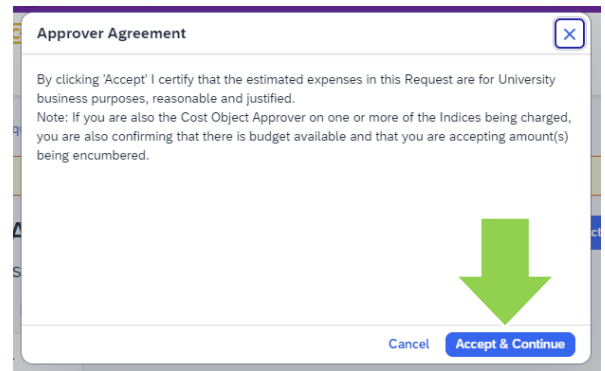
7. Click on the blue **'Approve'** button.

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'** from the drop-down menu.

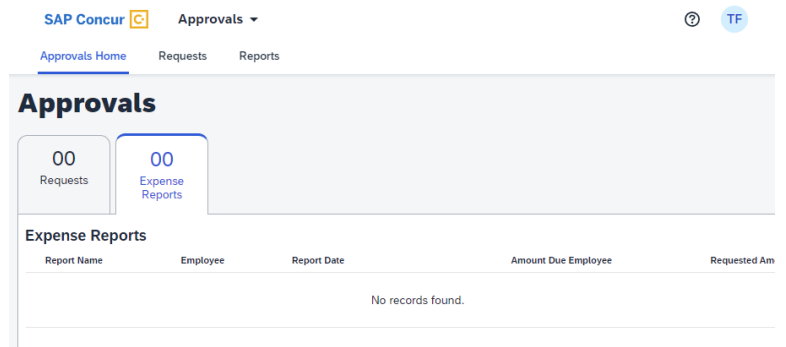


8. Read the **'User Electronic Agreement'**.

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.