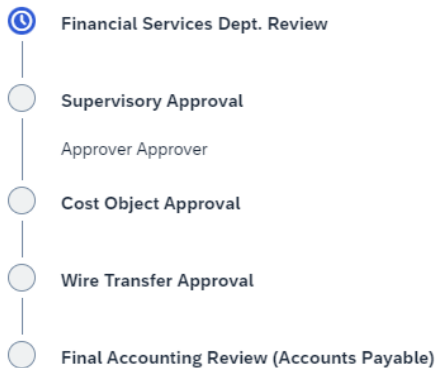


SAP CONCUR How-To Sheets

Approving a CASH ADVANCE REQUEST

Approval Flow



This how-to sheet outlines the steps required:

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

Who is the supervisor?

The supervisor (i.e. 'Supervisory 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 supervisor and cost object approver they will be **approving BOTH STEPS** in the 'Supervisory 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 May 29, 2024

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

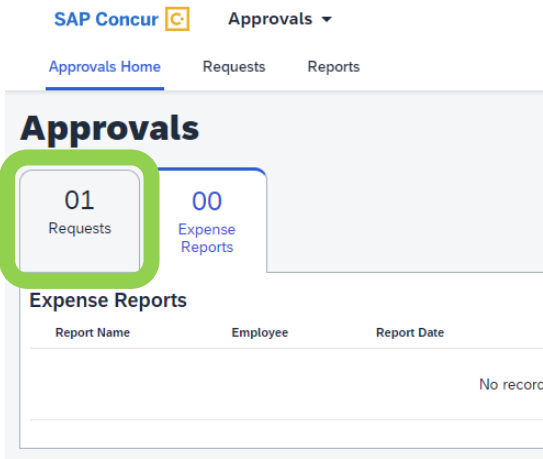
1. From the landing page, click on the **'Required Approvals'** button at the top of the screen.

In this example, there is one required approval.

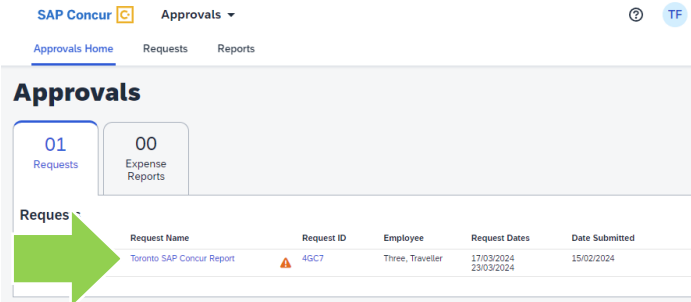


2. If there is a number on the **'Requests'** tab, a cash advance request is waiting for your approval.

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 More Actions Approve

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** Cancel Save

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

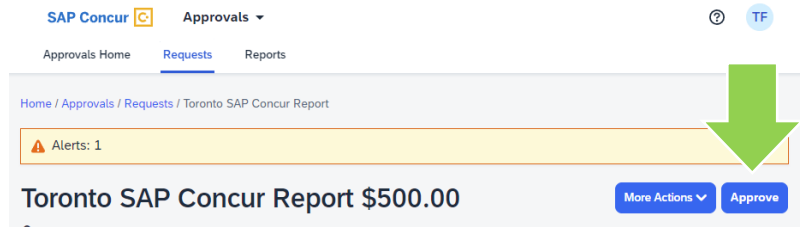
Request Details Print/Share Attachments

CASH ADVANCES: 1
Amount \$500.00

View Documents Attach Documents

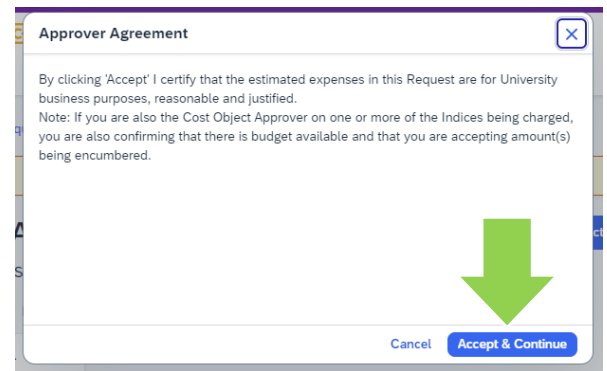
- Click on the blue **'Approve'** button.

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.

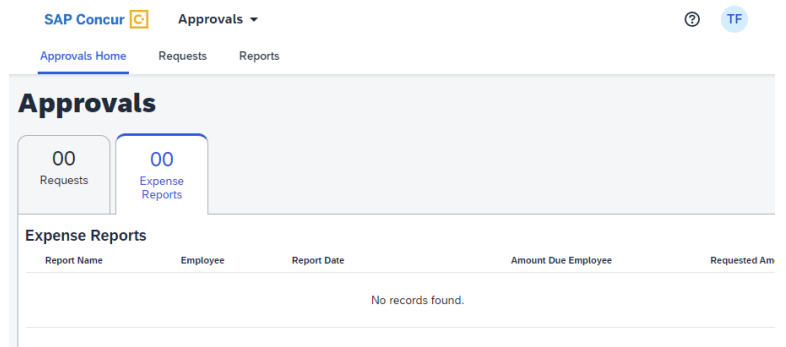


- Read the 'User Electronic Agreement'.

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



- 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.