

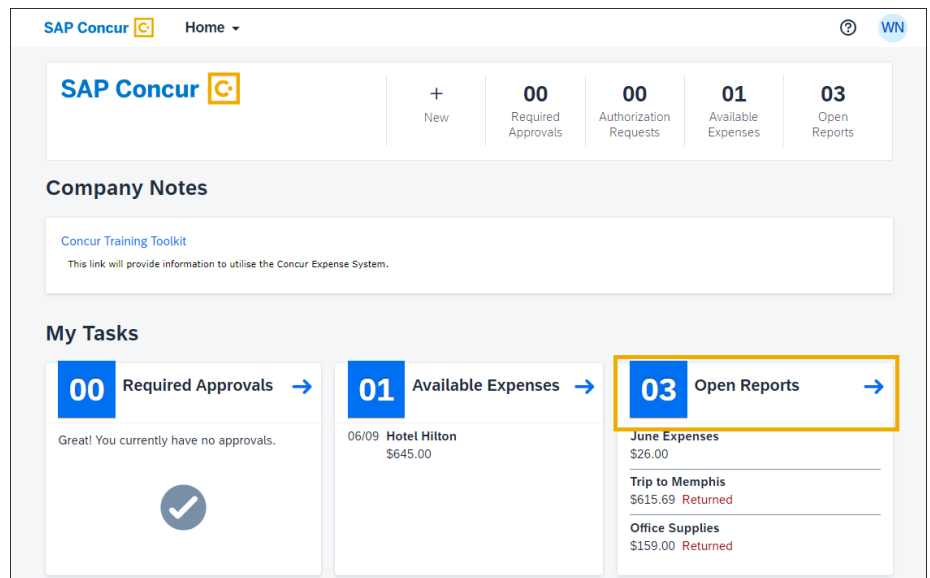
Adding and Removing Cash Advances

When you are ready to account for expenses for which you received a cash advance, you need to create or select the expense report and assign the appropriate cash advance to the report.

In the following example, you will see how to add an approved cash advance to an existing expense report.

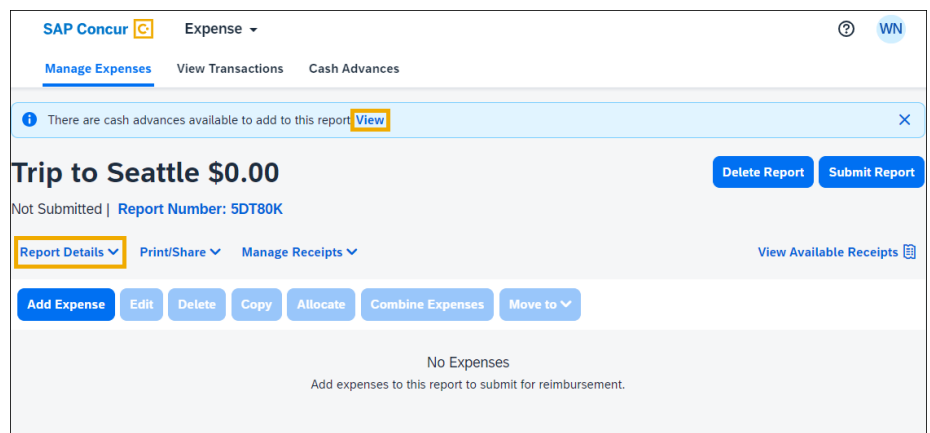
1. On the **SAP Concur** home page, in the **Open Reports** section, select the report that you want to add the cash advance to.

Note that you can also access approved cash advances from the **Report Details > Manage Cash Advances** menu.



If there are approved available cash advances, you will see a message displayed.

2. Select **View**.



- 3. On the **Cash Advances** page, select **Add**.

Cash Advances

Available: 1

Add

Remove

No Cash Advances Linked
Add cash advances to this report to submit for reimbursement.

From the **Available Cash Advances** window, you can select the appropriate approved advance(s) from the list.

- 4. Select the check box(es) for the cash advance that you want to add.

<input checked="" type="checkbox"/>	Cash Advance Name↑↕	Date Issued↓↑	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
<input checked="" type="checkbox"/>	Trip to Seattle	07/03/2023	\$2,000.00	\$1.00000000	\$2,000.00	\$2,000.00
<div>CancelAdd To Report</div>						

- 5. Select **Add To Report**.

Cash Advance

Available: 1

Add

Remove

<input checked="" type="checkbox"/>	Cash Advance Name↑↕	Date Issued↓↑	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
<input checked="" type="checkbox"/>	Trip to Seattle	07/03/2023	\$2,000.00	\$1.00000000	\$2,000.00	\$2,000.00

CancelAdd To Report

No Cash Advances Linked
Add cash advances to this report to submit for reimbursement.

6. After the cash advance is added to the report, select **Close**.

Cash Advances

Available: 0

AddRemove

<input type="checkbox"/>	Cash Advance Name ¹	Foreign Amount ¹	Exchange Rate ¹	Amount ¹	Balance ¹
<input type="checkbox"/>	Trip to Seattle	\$2,000.00	\$1.00000000	\$2,000.00	\$2,000.00

Close

After assigning the cash advance to the report, add your expenses. Your system might be configured in one of two ways: To allow a cash advance balance, or to require cash advance returns.

SAP ConcurExpense

Manage ExpensesView TransactionsCash Advances

Trip to Seattle \$0.00

Not Submitted | Report Number: SDT80K

CASH ADVANCE: 1

Amount
\$2,000.00

Remaining
\$2,000.00

Report Details

Print/Share

Manage Receipts

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

No Expenses

Add expenses to this report to submit for reimbursement.

Cash advance balances allow you to carry forward any unused portion of a cash advance and use it on a future expense report. The balance is determined by the amount of cash or out-of-pocket expenses that you enter on the report. When you submit your expense report for approval, the system will notify you if you are required to enter a cash advance return.

7. If you need to remove a cash advance, select the **Cash Advance**.

The screenshot shows the 'Expense' report interface for 'Trip to Seattle \$0.00'. The report status is 'Not Submitted' with a 'Report Number: 5DT80K'. A 'CASH ADVANCE: 1' is listed with an 'Amount' of '\$2,000.00' and a 'Remaining' amount of '\$2,000.00'. Below the cash advance, there are buttons for 'Report Details', 'Print/Share', and 'Manage Receipts'. At the bottom, there is a 'No Expenses' message and a prompt to 'Add expenses to this report to submit for reimbursement.'

8. To remove an assigned cash advance, select the appropriate check box, and then select **Remove**.

The screenshot shows the 'Cash Advances' table. The 'Available: 0' status is at the top. The table has columns: 'Cash Advance Name', 'Foreign Amount', 'Exchange Rate', 'Amount', and 'Balance'. The 'Remove' button is highlighted. The table contains one entry: 'Trip to Seattle' with a 'Foreign Amount' of '\$2,000.00', an 'Exchange Rate' of '\$1.00000000', an 'Amount' of '\$2,000.00', and a 'Balance' of '\$2,000.00'.

9. In the **Alert** window, select **Delete**.

Note that the cash advance will be permanently deleted.

10. After you delete the cash advance, on the **Cash Advances** screen, select **Close**.

The screenshot shows the 'Cash Advances' table with a confirmation alert. The alert message is: 'The selected cash advances will be removed from the report. Any cash advance return or currency gain/loss expenses on the report and linked to this cash advance will be permanently deleted.' The 'Delete' button is highlighted. The table contains one entry: 'Trip to Seattle' with a 'Foreign Amount' of '\$2,000.00', an 'Exchange Rate' of '\$1.00000000', an 'Amount' of '\$2,000.00', and a 'Balance' of '\$2,000.00'.