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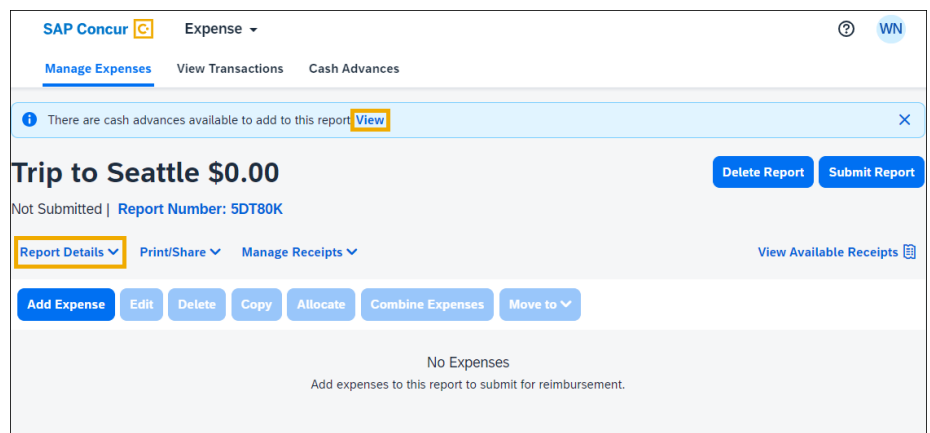
1. On the **SAP Concur** home page, in the **Open Reports** section, select the report that you want to add the cash advance to.

   Note that you can also access approved cash advances from the **Report Details > Manage Cash Advances** menu.
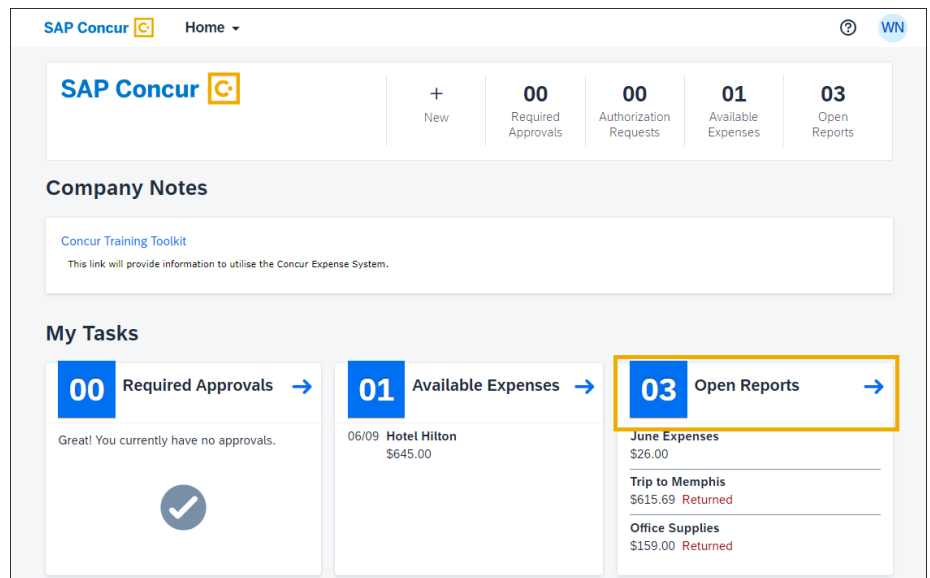
If there are approved available cash advances, you will see a message displayed.

2. Select **View**.

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

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.

5. Select **Add To Report**.

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

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**.

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

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**.

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