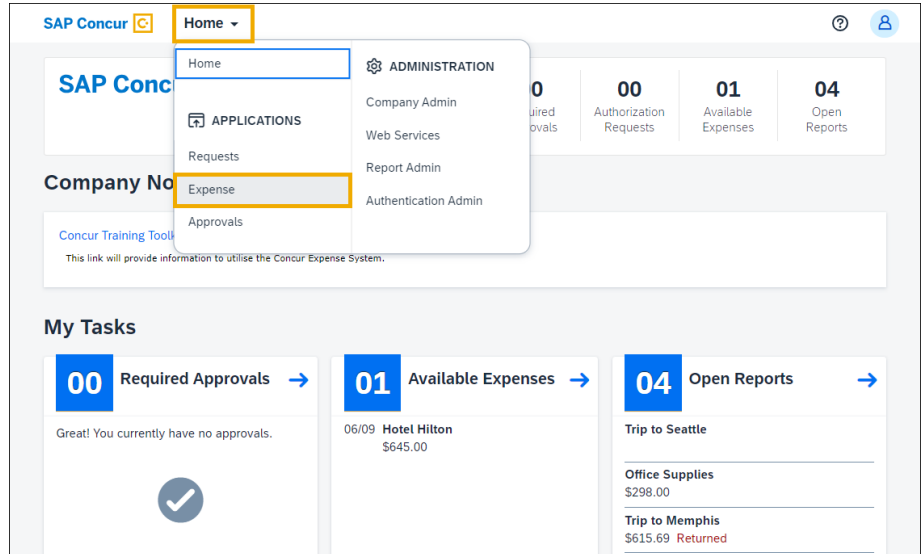


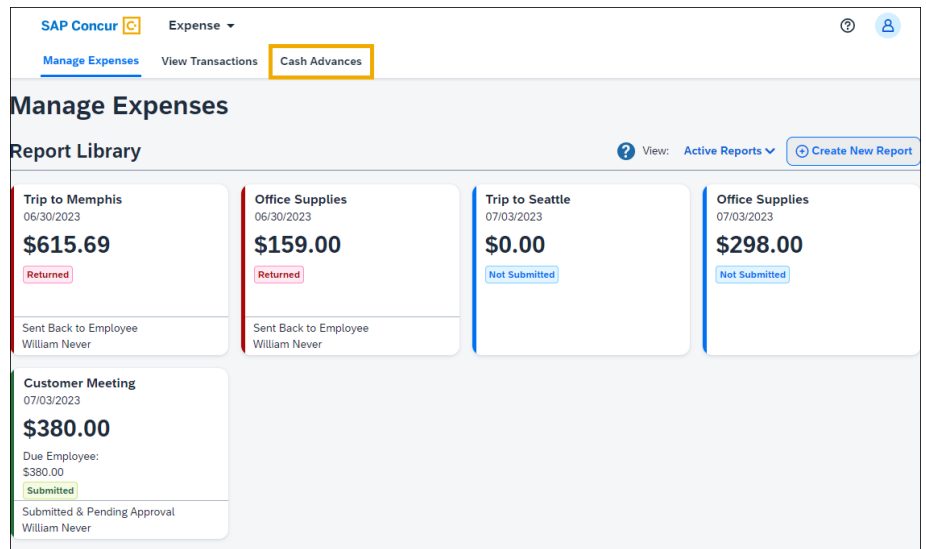
Recalling and Deleting Cash Advances

If you have requested a cash advance for a trip or business expense that you no longer need, you can recall it for edits or deletion.

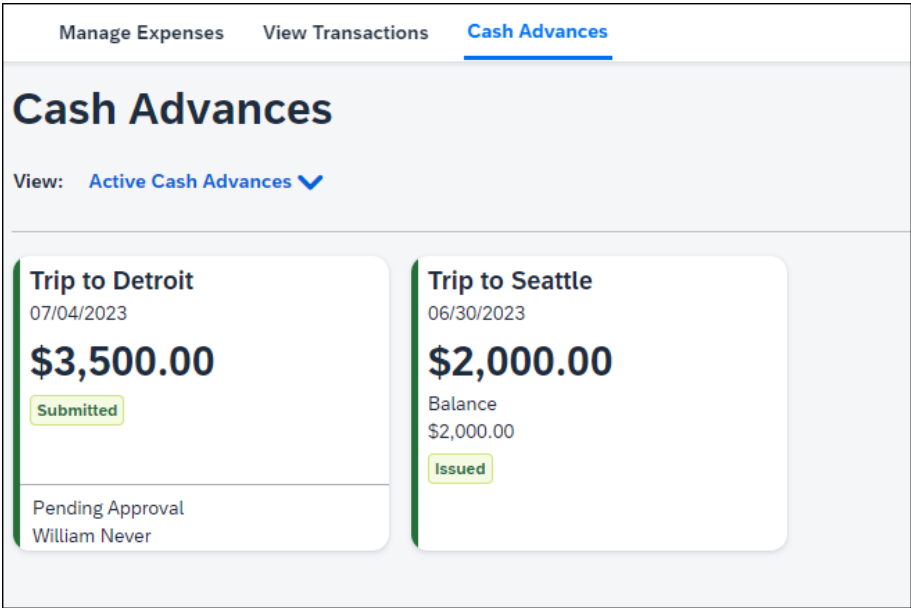
1. To recall a cash advance, from the SAP Concur home page, select the **Home** menu and select **Expense**.



2. Select **Cash Advances**.

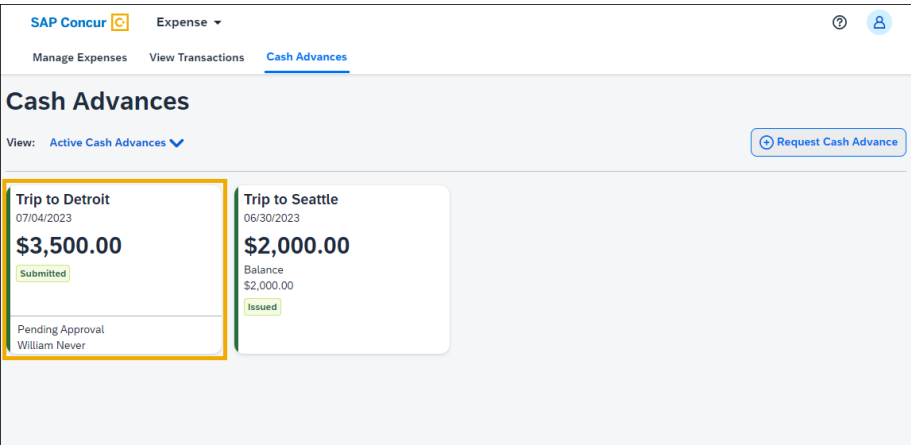


The **Active Cash Advances** is displayed.



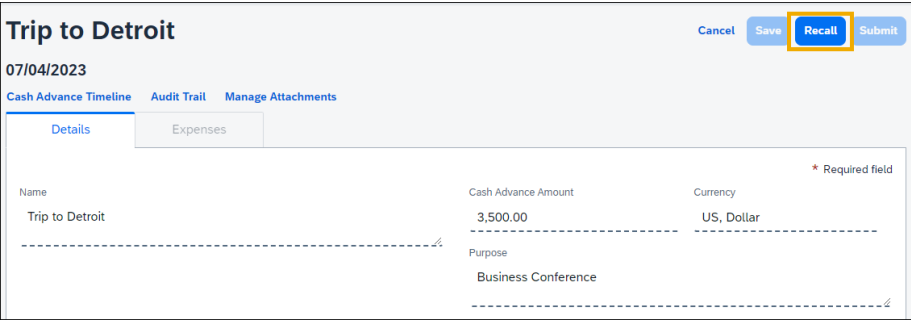
The screenshot shows the 'Cash Advances' page in SAP Concur. At the top, there are tabs for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. Below the tabs, the page title 'Cash Advances' is displayed. Underneath, it says 'View: Active Cash Advances'. There are two cash advance cards. The first card is for 'Trip to Detroit' dated 07/04/2023, with an amount of \$3,500.00, a 'Submitted' status, and a 'Pending Approval' by William Never. The second card is for 'Trip to Seattle' dated 06/30/2023, with an amount of \$2,000.00, a 'Balance' of \$2,000.00, and an 'Issued' status.

- 3. If you need to recall a submitted cash advance before it is approved, select the appropriate cash advance.



This screenshot is similar to the previous one, but with an orange box highlighting the 'Trip to Detroit' cash advance card. In the top right corner, there is a 'Request Cash Advance' button. The 'Trip to Detroit' card shows the same details as in the previous screenshot.

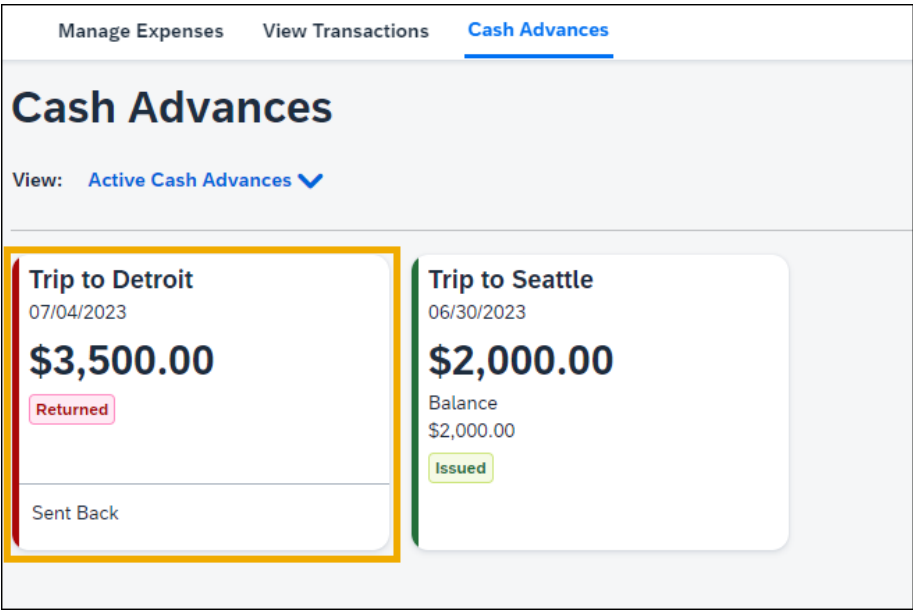
- 4. Select **Recall**.
- 5. Select **Yes** to confirm that you want to recall the cash advance. The cash advance is recalled.



The screenshot shows the 'Trip to Detroit' cash advance details page. At the top, there are buttons for 'Cancel', 'Save', 'Recall', and 'Submit'. The 'Recall' button is highlighted with an orange box. Below the buttons, there are tabs for 'Cash Advance Timeline', 'Audit Trail', and 'Manage Attachments'. The 'Details' tab is selected. The form contains fields for 'Name' (Trip to Detroit), 'Cash Advance Amount' (3,500.00), 'Currency' (US, Dollar), and 'Purpose' (Business Conference). There are dashed lines for additional information.

You can now delete the cash advance.

- 6. Select the cash advance to open it.



The cash advance details are displayed.

- 7. To permanently remove this cash advance, select the **Bin** icon, and then select **Yes** to confirm the deletion of the cash advance.

The cash advance request is deleted.

