Request a Cash Advance (Accountable Advance)

**How to...**

1. Look for the **Active Work** section on the **My Concur** page
   - Click on the **Cash Advances** tab
   - Click on **New Cash Advance**

2. In the **Cash Advance Request Name** field, input a Reference Number (RN #) along with a description for the request.
   E.g. RN123456 Trip to Ottawa

3. In the **Amount** field, enter the amount requested in Canadian funds only.

4. In the **Comment** field, input the following:
   - FOAP the advance should be charged to
     Ensure you use account (A) 760005!
   - Name of the person receiving the Advance
   - Employee/Student # if applicable
   - Purpose for the advance.
   - End Date

5. Click the **Submit** button.

**Additional Information**

- Alternatively, click on the **Expense** tab on the **My Concur** page
  - Click on **New Cash Advance**

You will use the RN # for the subsequent expense report(s) and will aid in tracking the usage of the advance.

Account 760005 is the account code utilized for all Concur Cash Advances!
If the person receiving the advance is a student or a non-employee, also input the address the cheque should be sent to. Otherwise, employees will receive the payment via direct deposit.

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**Example:**

**RN12345 - Trip to Ottawa**

**FOAP:** 110000-571000-760005-1300

**Payee:** Susan Traveller

**Employee/Student #:** 999586.

**Purpose:** Funds are to be used to purchase bus tickets and pay for entrance fees for group exchange.

**End Date:** MM/DD/YYYY
Cash Advance Process

1. The cash advance request approval process can be tracked on the Expense tab under View Cash Advances.
   - You will be able to tell if the advance is waiting to be approved and/or sent for processing.

2. A department’s cash advance approver (normally the Business Officer) will receive an email notifying them there is a cash advance to approve. Once they have approved the request, it will be sent to Budget and Research Accounting for final approval and payment through direct deposit.

3. If the cash advance recipient is an employee, they will receive an email notification from Supplier Payment Services identifying when the funds will be deposited.

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Remittance Advice for Bank Direct Deposit Wed Mar 7 17:00:02 Canada/Central 2012

Dear Susan Traveller (vendor #999586),

Kindly note the following information relating to the direct deposit made to your bank account.

Your money should be available on 2012/03/09.

The U of M Direct Deposit Reference Number is 19999999.

Amount deposited: $500.00

Form Number(s)
RN12345 - $500.00

Please note that this direct deposit could include Accountable Advances, Petty Cash reimbursements, and Travel Claims.

For further inquiries regarding the above direct deposit please contact
- Customer Service at 474-8300.
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Returning Remaining Cash Advance Funds

Once all expenses have been incurred, return all remaining cash to the Cashier's Office.

How to...

1. Utilize the Department Deposit Report
   - Input the required fields and the amount of cash being returned.
   - Quote the RN # in the Deposit Information section
   - Ensure you obtain a receipt.

   The RN # used will display in Aurora Finance (Banner and FAST Financial Reporting)

   Use same RN# and FOAP as the original Cash Advance request done in Concur
Reconciling a Cash Advance

How to…

1. Start a new expense report with the same Reference Number used for the Cash Advance Request

2. To apply the Cash Advance to the expense report:
   • Click on the Details menu
   • Click on Available under the Cash Advances heading.
   • Click on the cash advance to apply to your report and click on “Assign Cash Advance to Report.”

3. Add all applicable cash and University Travel Credit Card expenses to your report.

Additional Information

Refer to the Concur Travel & Expense Guide for more information on creating an expense report.

This will allow all cash expenses listed in the expense report to be deducted from the cash advance balance.

All unassigned cash advances or advances with an outstanding balance will be listed here.

NO OTHER cash expenses should be listed on the report if they do not pertain to the cash advance as they will be deducted from the available balance even though they may not pertain to the original request. Out-of-pocket expenses for other purposes should be placed on a separate expense claim.
Reconciling a Cash Advance Return

How to...

1. Add a new expense line to the expense report to account for the cash returned to the Cashier’s Office

2. Click on the **Cash Advance Return** expense type.

   This expense type is only visible if you apply a cash advance to the expense claim.

3. In the Account field, select the **999999 Cash Advance Return** expense account.

4. Attach the receipt for the returned cash obtained from the Cashier’s Office.

5. To verify the expenses and cash returned on the expense report:

   • Click on the **Details** menu
   • Click on the **Totals** option under the **Report** heading.

   Shows deposit made at the Cashier’s Office.