



## HOW TO ISSUE A CASH ADVANCE (COMPLIANCE OFFICER)

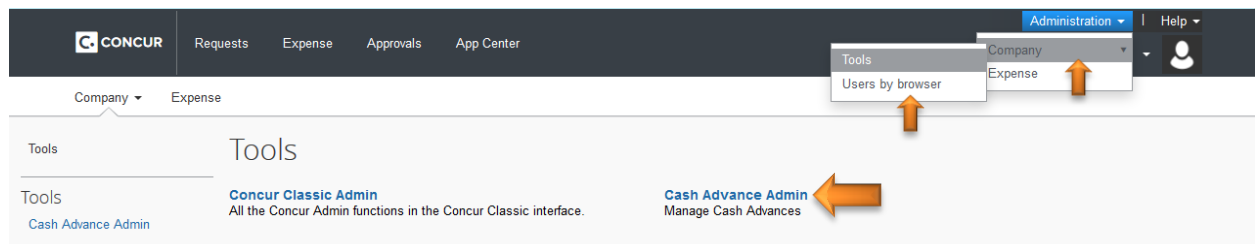
The Cash Advance Admin is the final step before a Completed invoice is pushed to Banner to issue a cash advance to a traveller. Once you have received the e-mailed Request you may check your Cash Advance Admin queue to issue a cash advance:

Once you received the email for the Request to travel, you must verify in Concur in the Admin Tool for Cash Advance Admin to see if the Cash advance is there to be issued.

Some travellers might have forgotten to send you the email; we recommend that you verify your Cash Advance Admin Tool daily. From there, you can print a copy of the Approved Request and use the copy as a backup for the Banner Approval.

Login to Concur

Go to Administration → Company → Tools → Cash Advance Admin:



Under the Employee Balance Tab you may see all of the cash advances and details for employees in your group (org.):

### Cash Advance Admin

Employee Balance | Cash Advances

Find employees where: Employee First Name [v] Begins with [v] [ ] Search

And belong to Group: \* All Groups I Can Access [v] Employee has: All [v]

| Employee Name             | Email Address      | Employee ID | Oldest Cash Advance Date | Cash Advance Balance |
|---------------------------|--------------------|-------------|--------------------------|----------------------|
| Anderson, Pamela          | etravel@uottawa.ca | CCTEST11    |                          | CAD 0.00             |
| Angéil, René              | etravel@uottawa.ca | CCTEST3     |                          | CAD 0.00             |
| Bombardier, Joseph-Armand | etravel@uottawa.ca | CCTEST5     |                          | CAD 0.00             |
| Buble, Michael            | etravel@uottawa.ca | CCTEST17    |                          | CAD 0.00             |
| Carrey, Jim               | etravel@uottawa.ca | CCTEST13    |                          | CAD 0.00             |
| Catrail, Kim              | etravel@uottawa.ca | CCTEST15    |                          | CAD 0.00             |
| Dion, Celine              | etravel@uottawa.ca | CCTEST1     |                          | CAD 0.00             |
| Fund, Owner               | etravel@uottawa.ca | test2       |                          | CAD 0.00             |
| Gelinas, Mitsou           | etravel@uottawa.ca | CCTEST2     |                          | CAD 0.00             |
| Gosling, Ryan             | etravel@uottawa.ca | CCTEST14    |                          | CAD 0.00             |
| Huard, Patrick            | etravel@uottawa.ca | CCTEST8     |                          | CAD 0.00             |
| Immediate, Supervisor     | etravel@uottawa.ca | test        |                          | CAD 0.00             |
| Lavigne, Avril            | etravel@uottawa.ca | CCTEST6     |                          | CAD 0.00             |
| Lavoie, Daniel            | etravel@uottawa.ca | CCTEST9     |                          | CAD 0.00             |
| Leclerc, Félix            | etravel@uottawa.ca | CCTEST4     |                          | CAD 0.00             |
| McAdams, Rachel           | etravel@uottawa.ca | CCTEST18    |                          | CAD 0.00             |

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Click the Cash Advances Tab. Here you will see the amount requested and the Status of the Travel Request. Before you issue the cash advance, you must ensure that there is an approved Request:

CONCUR | Requests | Expense | Approvals | App Center | Administration | Help | Profile

Company Expense

### Cash Advance Admin

Employee Balance | Cash Advances

Find cash advances where: Cash Advance Name [v] Begins with [v] [ ] Search

And belong to Group: \* All Groups I Can Access [v]

Cash Advance Status: Pending Issuance [v]

#### CASH ADVANCES

Issue | Send Back to Employee

| Cash Advance Name      | Employee Name      | Purpose | Email Address      | Employee ID | Amount     | Status        | Starting Balance |
|------------------------|--------------------|---------|--------------------|-------------|------------|---------------|------------------|
| test for Angry Carr... | Morissette, Alanis |         | etravel@uottawa.ca | CCTEST12    | CAD 500.00 | 333G Approved |                  |

You can also double-click on the request number if you wish to print this request in order to have a document to submit to your Banner Approver.

If you are satisfied that all is in order, click **Issue**:

Tools

## Cash Advance Admin

Tools

Cash Advance Admin

Employee Balance | Cash Advances

Find cash advances where: Cash Advance Name  Begins with

And belong to Group: \*All Groups I Can Access

Cash Advance Status: Pending Issuance

### CASH ADVANCES

| Cash Advance Name      | Employee Name      | Purpose | Email Address     | Employee ID | Amount R... | Request          | Starting Balance |
|------------------------|--------------------|---------|-------------------|-------------|-------------|------------------|------------------|
| test for Angry Carr... | Morissette, Alanis |         | etravel@ottawa.ca | CCTEST12    | CAD 500.00  | 333G<br>Approved |                  |

Bring the hard copy to your Banner Approver and remind them to write the CE# on the report prior to filing.