This document can be used by staff members who require instruction on the Cash Advance acquittal process in Concur. It can be used without any additional training from the Corporate Card section of the University.

These notes require the user to have experience in processing Concur Expense Reports. If the user has no prior experience, please go to the following web link to participate in a training simulation - http://www.concurtraining.com/customers/curtin/menupage/index.htm

These notes require the user to comply with the Cash Advance section of the University Purchasing Policy. This policy is available at the following web address:

http://www.policies.curtin.edu.au/policies/viewpolicy.cfm?id=6d21357b-f633-11dc-a3de-45785751f674

Queries regarding Concur or the Credit Card section of the Purchase Policy should be addressed by email to ‘Corporate Cards’ or by calling extension 2319 or 3815.

Overview

Authorized ANZ Visa Corporate Cardholders can withdraw cash advances from ATM machines or over-the-counter.

All cash advance withdrawals will appear in Concur. However, unlike other credit card transactions, they are not displayed on the Company Card Transactions page. They can be viewed (only) from the Cash Advance link within Concur Central. They can be accessed (for processing) from within an Expense Report using the Cash Advance List link.

Once a cash advance is either spent and/or left over, you must itemize the spent amount in an Expense report and/or return the un-itemized amount to the University. This is performed by using either one of the following functions in Concur: Associate Available Cash Advances with an Expense Report or Returning a Cash Advance

The following paragraphs are summarised procedures relating to the above functions. Comprehensive step-by-step instructions are available from page 3 of this document.

A. Associate Available Cash Advances with an Expense Report

1. Create a new expense report and assign all required credit card transactions.
2. From the Expense List page, click Cash Advances.
3. Click Associate Available Cash Advances. The Select Cash Advances page appears. All outstanding cash advances will appear on this page.
4. Select the check box beside the Cash Advance you want to use, and then click Okay. The Cash Advances Used page appears.
5. Click Done. The amount will be deducted from all cash expenses added to this report.

B. Returning a Cash Advance

DO NOT RETURN UNSPENT CASH ADVANCES TO THE ANZ BANK.

If you do not fully spend a Cash Advance withdrawal, you must repay the University through the cashier and reflect this in your Concur acquittal.
Repayments to the University for unspent Cash Advances must be made using Account Code Z-519000-0470-90144 and GST code must be set as ‘NA’.
Unspent Cash Advances must be acquitted in Concur, using Expense Type ‘Cash Advance Return’.

PLEASE NOTE THE FOLLOWING EXAMPLE WHEN RETURNING FUNDS TO THE CASHIER FOR CASH ADVANCE:

a) Leslie G. Bloxham returns $20 to the University Cashier.
b) He is required to provide the following information to the Cashier:
   • Cost centre/ line item: Z-519000-0470-90144
   • Amount: $20.00
   • GST: N/A
   • Brief Narration: “ANZ Visa Cash Advance Return Leslie Bloxham”.

The Receipt from the Cashier must be included in the other Receipts that are required to be scanned into Concur before the Expense Report is submitted for approval.

C. IMPORTANT POINTS

1) You are required to fully use a cash advance in one expense report. For example, if you have associated a $100 Cash Advance with an Expense Report but only spent $70, you must Return a Cash Advance for the remaining $30. If you do not fully use a Cash Advance in one Expense Report, then you will be prompted to do so when you try to submit the report. You will be warned if you ‘over use’ a Cash Advance (i.e. you add more Cash expenses then the total of the assigned Cash Advance withdrawals).

2) If you choose to associate a cash advance with a report, then each time you click on the Add Expense link, cash expenses are deducted from the cash advance until it is completely utilized.

3) If you do not associate a cash advance with an expense report, then cash expenses are not deducted from a cash advance balance when you click on the Add Expense link. Your cash advance balance will continue to show as outstanding until you associate it with an Expense Report.
STEP-BY-STEP INSTRUCTIONS FOR THE PROCESSING OF CASH ADVANCES IN CONCUR

a) Login to Concur website located at https://director.concursolutions.com/?entity=p0001332lqix

b) Click on Cash Advance View link on the Concur Central page to determine if you are required to assign any Cash Advances.

c) If you are a delegate, you will not see this link. You will need to ‘Act as a Delegate’ to view and process the cash advances of the relevant Cardholders.
1. Click on **Report List** link to open or create an Expense Report to which you will assign active Cash Advances and/or any other Visa transactions.

2. Click on an **Active Report Name** or on **Create a New Expense Report** depending on whether you want to assign active Cash Advances to an existing Expense Report or a new Expense Report.
3. If you clicked on the **Create a New Expense Report** link then complete the information, using your own details, as required on the following screen. If you clicked on an **Existing Expense Report** link, then go to step 7.

4. Add required transactions and click on **Go to Expense List** link.
5 Click on **Cash Advances** to view active Cash Advances to be assigned to this Expense Report.

6 Click on **Associate Available Cash Advances**.
7 Select the Cash Advances you want to assign to this Expense Report, by ticking the relevant checkboxes, and then click on OK.

8 This next page looks similar to the previous page. Be aware that the page in step 9 above is the unassigned Cash Advances. The page in this step 10 is the Cash Advances that you have assigned to this Expense Report. Click on Done.

Please note: The steps you have undertaken up to this point only have to be performed once for each Expense report.
9 You are now back at the Expense List page. Click on **Add Expense** if you wish to process the Cash Advance transactions or click on **Add Company Card Transactions** if you wish to process other non-Cash Advance transactions.

10 The remaining steps are: select an **Expense Type**; enter transaction details; itemize the Cash Advance (required for Cash Advance Return); Allocate if required; **Save** and click on **Itemize** or **Save and Go to Expense List**.
Add Expense for report: DOVC-FCS-AUG01-1

Complete the details of this expense. Either type an option in the appropriate field or click an option from the associated helper. Continue adding more expenses or itemize the existing expense. * = Required Field

- Expense Type: 72769-Other Consumables
- Transaction Date: 14/09/2007
- F1 GL Narration: Consumables
- F1 GL Narration: 
- F1 GL Narration: 
- Vendor Name: 
- City: Perth, AUSTRALIA
- Currency: Australia, Dollar
- Payment Type: Cash
- Amount in AUD: 620
- Tax Posted Amount: 
- Receipt Amount: 
- Receipt Status: Receipt
- Is GST Included in Invoice? [ ]
- Input Tax Supply? [ ]
- Missing Receipts Declaration completed? [ ]
- Comment: 
- Number of Entry Comments: 0
- Allocations: 
- Personal Expense (do not reimburse) [ ]
- Division: PVC-ACAD
- Cost Centre: 39091300010

Click on 'Itemize'
Add Itemization for expense: 72769-Other Consumables

Click an expense type from the Expense Type helper.

Expense Type: 72769-Other Consumables
Amount: 620.00 AUD
Currency: Australia, Dollar
Payment Type: Cash
Amount Remaining: 620.00 AUD

1) Find and click on '70543 - Domestic Travel General Expenses'.

2) Click on 'Continue' link.
Add Itemization for expense: 72769-Other Consumables

Complete all required fields. Click Add Another Itemization to continue adding itemization to the main expense entry. The sum of all itemizations created must equal the Amount field at the top of this page. Click Save & Go to the Itemization List to end the itemization process.

Expense Type: 72769-Other Consumables  Amount: 620,00 AUD
Currency: Australia, Dollar  Amount Itemized: 0.00 AUD
Payment Type: Cash  Amount Remaining: 620,00 AUD

Expense Type: * 70543-Domestic Travel General Expense
Transaction Date: * 14/08/2007
F1 GL Narration: Travel General Expenses
F1 GL Narration: 
F1 GL Narration: 
Trip Start Date: * 14/08/2007
Trip End Date: * 17/08/2007
Travel greater than 5 days: * No

Vendor Name: 
City: Perth, AUSTRALIA
Currency: Australia, Dollar
Payment Type: Cash
Amount in AUD: * 600

Tax Posted Amount: Receipt

Is GST Included in Invoice

Comment: 

Number of Entry Comments: 0

Personal Expense (do not reimburse)

Allocations: 

Division: PVC-ACAD
Cost Centre: 23900130010

Cancel | Save & Go to Itemization List | Add Another Itemization
1) In the Helper screen, find and click on the Expense Type called 'CashAdvance Return'.

2) Click on 'Continue' link.
Add Itemization for expense: 72769-Other Consumables

Complete all required fields. Click Add Another Itemization to continue adding itemization to the main expense entry. The sum of all itemizations created must equal the Amount field at the top of this page. Click Save & Go to the Itemization List to end the itemization process.

Expense Type: 72769-Other Consumables  Amount: 600.00 AUD
Currency: Australia, Dollar  Amount Itemized: 600.00 AUD
Payment Type: Cash  Amount Remaining: 20.00 AUD

- Expense Type: Cash Advance Return
- Transaction Date: 14/08/2007
- F1 GL Narrative: Cash Advance Return
- Amount in AUD: 60
- Vendor Name: Perth, AUSTRALIA
- City: Perth
- Currency: Australia, Dollar
- Payment Type: Cash
- Amount in AUD: 60

Tax Posted Amount: Receipt
Receipt Status: Receipt
Allocations:

Division: PVC-ACAD
Cost Centre: 218831300310

Cancel | Save & Go to Itemization List | Add Another Itemization

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Acquitting an ANZ Visa Cash Advance on Concur EMS
11 Click on **Report Totals** link in order to ensure that the total Cash Advance has been processed.

For further assistance, please contact the Credit Card Coordinators on extension 2319 or 3815

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<table>
<thead>
<tr>
<th>Expense Report</th>
<th>Amount Due Employee</th>
<th>Amount Due VISA</th>
<th>Cash Advance Utilised</th>
<th>Total Paid By Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>£777.87 AUD</td>
<td>0.00 AUD</td>
<td>237.87 AUD</td>
<td>629.00 AUD</td>
<td>777.87 AUD</td>
</tr>
</tbody>
</table>

**Amount Due Employee** amount must be zero if not, you must go back and check that the total ‘Cash Advance Utilised’ is equal to the amount.

Cash Advance Utilised amount must be the same as the CAV amount that was assigned to the Expense Report.