TeamWorks

Travel and Expense

Powered By Concur Technologies

TTE Local Admin:

Cash Advance Administration 2017

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Revision History

Date	Notes / Comments / Changes
07/27/2015	Updated for New UI
06/05/2017	Updated for minor changes

Cash Advance Admin

Section 1: Permissions

You may or may not have the correct permissions to use this tool. You may have limited permissions, for example, you can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If you need to use this tool, are eligible for the tool and do not have the proper permissions, contact the SAO Customer Care Center (404) 657-3956 (888) 896-7771 or email sao_travel@sao.ga.gov.

Section 2: Overview

Typical Cash Advance Process

Depending on agency policy, employees may be able to request a cash advance before going on a trip or incurring an expense. Requesting a cash advance is typically a three-step process:

1. If an employee is eligible for cash advances, the employee creates and submits the cash advance request in Expense.
2. Once submitted, the request is routed to the employee's cash advance approver.

   NOTE: The cash advance approver may or may not be the employee's manager and can be different from the employee's expense report approver.

3. Once approved, the cash advance request is sent to a Cash Advance administrator who reviews it and then either issues it or returns the request to the user (for example, for more information).

   NOTE: In this case, the term "issue" means final approval in Expense.

Once the Cash Advance administrator "issues" the cash advance, the company disburses the advance to the employee. The employee must create an expense report to account for the cash advance within the time specified in the **Statewide Travel Policy** and the **OPB- Payment and Accounting for Travel Advances Policy** in effect.

Note the following about the cash advance workflow:

- Like Expense, there may be more than one cash advance approver identified in a cash advance workflow.
- Workflow is determined for the agency during the TTE Implementation Process. Not all agencies offer Cash (Travel) Advances.

Directly Issued Cash Advances

The Cash Advance Admin can issue a cash advance directly to a user – without waiting for the user to submit a request – if the user has a cash advance account code assigned. If the Cash Advance feature is not enabled for that user's group, the user can utilize the issued cash advance but cannot request any additional advances.

Receiving Email Notifications of a Cash Advance Pending Issuance

This feature can be configured so the Cash Advance admin receives emails of pending cash advances on the **Company Admin** page, using the **User Permissions** option on the left menu. The Expense Cash Advance Administrator role is assigned to one or more users. On the bottom of that same page (below the group assignment area) select (enable) the Send Cash Advance Pending Issuance Emails check box.

Refer to the TTE *Local Administrator: Shared User Administration Handbook* for more information.

NOTE: These emails are sent *immediately* to the outbound email queue when the cash advance request is routed to the Cash Advance admin. The admin generally receives the email within minutes. The only reason that an email is delayed is if there are issues with the outgoing or incoming email systems.

Section 3: Cash Advance Admin Tool

The Cash Advance Admin tool is used by a client user/administrator with the Cash Advance Administrator role. With the Cash Advance Admin tool, the administrator can:

- Review cash advance history of employees
- Issue cash advances
- Send cash advance requests back to the user (perhaps for more information)
- Record manually-returned cash amounts from an employee
- View employee balances

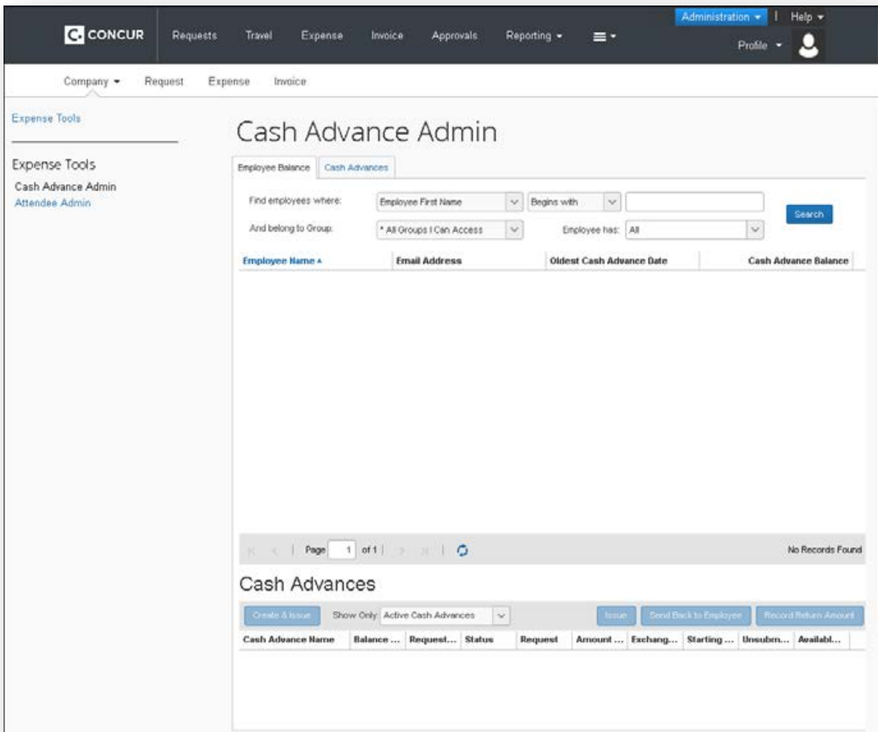
Section 4: Procedures

Accessing Cash Advance Admin

To access Cash Advance Admin:

1. Click **Administration** > **Company** > **Tools**.

4. Click **Cash Advance Admin** (left menu). The **Employee Balance** tab of the **Cash Advance Admin** page appears.



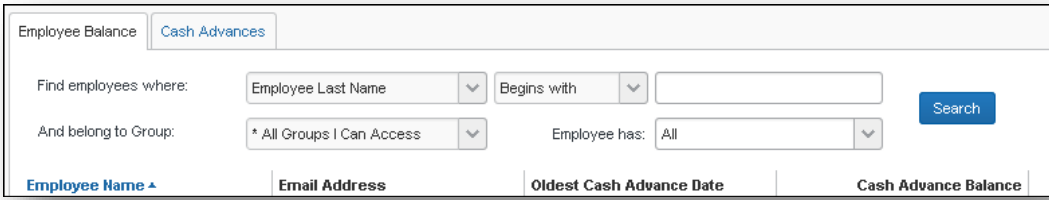
- ♦ Use the **Employee Balance** tab to search for employees with cash advances – with or without outstanding balances – and to create and issue a cash advance (if configured for your site).
- ♦ Use the **Cash Advances** tab to search for cash advances that have not yet been issued.

Searching for Employees

You can search for employees using the following parameters:

- Specific employee information (such as employee name)
- Oldest Cash Advance Date
- Cash Advance Balance

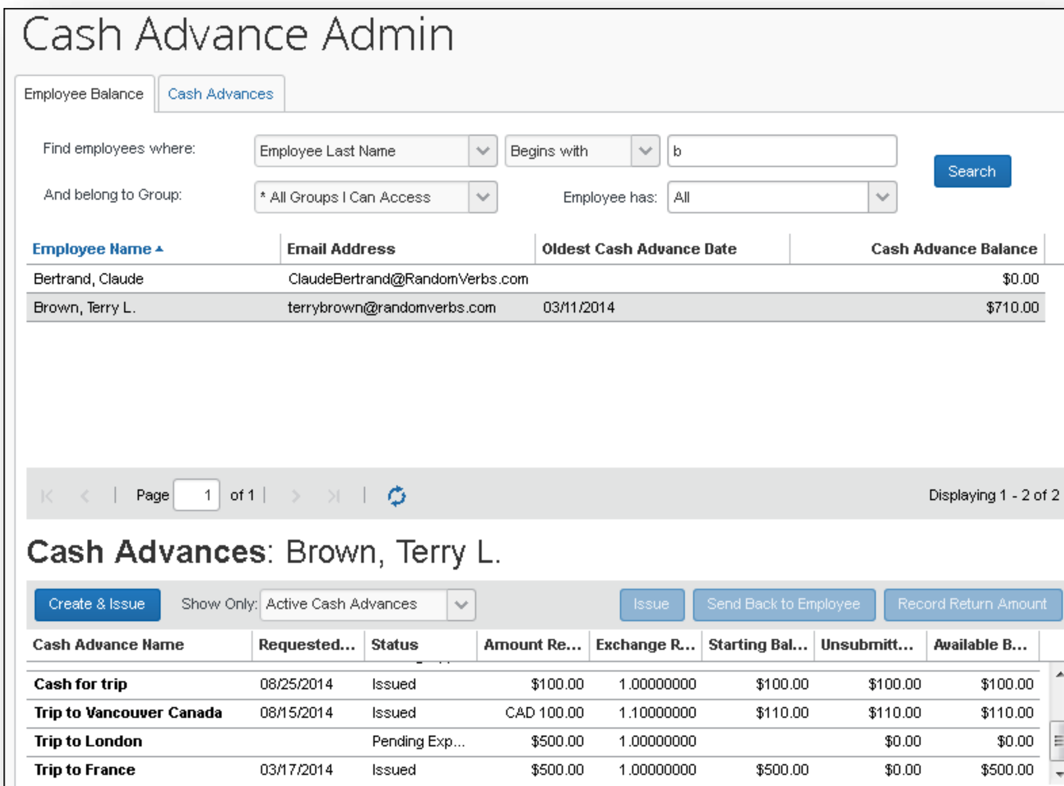
Employees that match these parameters will appear in the search results, regardless of whether they have an outstanding cash advance balance.



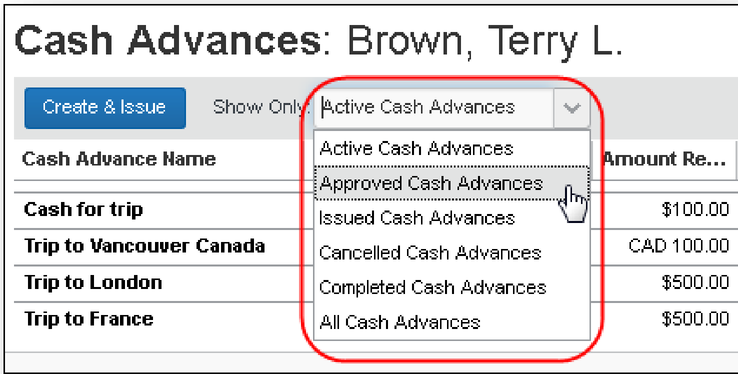
Viewing an Employee's Balance and the Cash Advance Details

To view cash advance details:

1. Search for an employee.
2. Click the name of the employee. The employee's active cash advances appear at the bottom of the page.

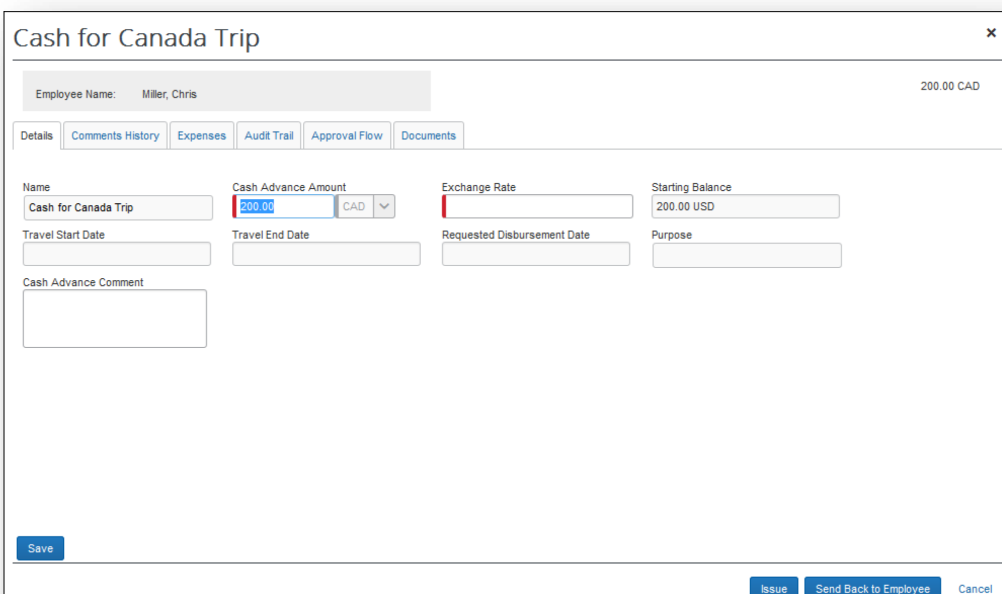


3. Use the **Show Only** area to change the results.



Field	Description
Active Cash Advances	All cash advances that are not Cancelled or Completed
Approved Cash Advances	All cash advances with the status of Approved
Issued Cash Advances	Cash advances that have been marked as Issued
Cancelled Cash Advances	All cash advances which you have chosen not to issue
Completed Cash Advances	All cash advances which have been approved, issued, fully utilized or returned
All Cash Advances	All cash advances

4. To view the details, click the desired cash advance name. The cash advance opens on the **Details** tab.



The **Cash Advance Details** tab displays the following fields, based on the configured form definition:

Field	Description
Name	The name of the cash advance.
Cash Advance Amount	The amount of the cash advance request.
Purpose	The purpose of the cash advance.
Exchange Rate	The exchange rate at which the cash advance was issued if the amount requested was in a currency other than the employee's reimbursement currency. - OR - Provides the default exchange rate to the Cash Advance administrator when issuing cash advances in a foreign currency **NOTE:** The second option above appears only when the *Provide Default Exchange Rate for Cash Advance Issuance* option in Site Settings is enabled.
Starting Balance	The original balance of the cash advance in the employee's reimbursement currency.
Available Balance	The unused amount in the employee's reimbursement currency. This is based on all submitted reports.
Travel Start Date	The date the user's trip is scheduled to begin.
Travel End Date	The date the user's trip is scheduled to end.
Requested Disbursement Date	The date that the user requested the funds be disbursed.

5. View the tabs:

- **Comments History:** Comments entered by all approvers, the employee, and the admin for this cash advance. You can add additional comments to a cash advance when you issue or cancel it. The admin cannot add comments to a cash advance once it is issued.
- **Expenses:** Expenses (if any) associated with this cash advance.
- **Audit Trail:** Activity associated with this cash advance.
- **Approval Flow:** The cash advance workflow.
- **Documents:** The images attached to the cash advance.

Issuing or Sending Back a Cash Advance

Cash advances can be created in two ways:

- A cash advance request comes from an employee via the normal approval process. If a cash advance is requested by an employee, it goes through an approval process and then on to the Cash Advance administrator. At that time, the admin can issue or send the cash advance back to the employee.

- A Cash Advance administrator may enter and issue the cash advance directly, bypassing the cash advance approval process. The admin can create cash advances for users that are in a group that does not have a cash advance workflow. The user can utilize the created cash advance but is not able to request additional advances.

To issue or send back a cash advance:

NOTE: If there is more than one user with the Expense Cash Advance Administrator role, the admin will not be allowed to issue cash advances to himself/herself.

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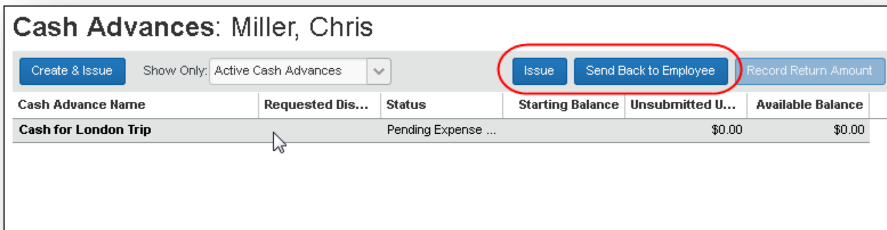
1. Locate the desired cash advance as described in *Viewing an Employee's Balance and the Cash Advance Details* in this guide.

2. Select the desired cash advance.



3. Click **Issue** or **Send Back to Employee**.

4. If you clicked **Send Back to Employee**, the **Cash Advance Details** page appears. Enter a comment, and click **Send Back to Employee**.

   - If you issue the cash advance, the company can now pay the cash to the employee. Later, the employee must create an expense report to account for the cash.

   - If you send the request back to the employee, you must enter a comment.

Entering and Issuing a Cash Advance in One Step

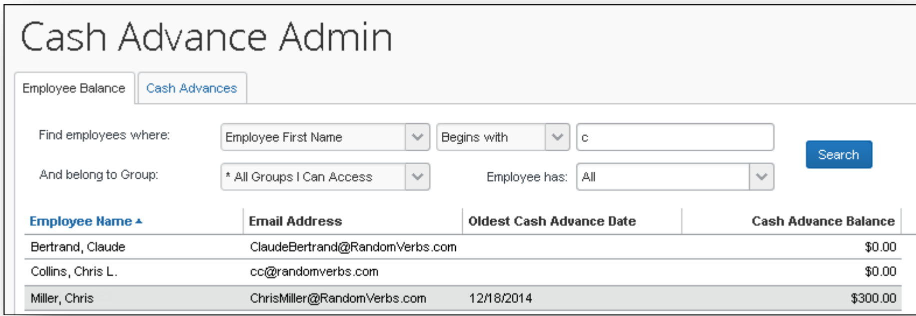
The Cash Advance admin can issue a cash advance to an employee – without the employee initiating it (described below). This bypasses the workflow used for approval when the advance is requested by the user, allowing for a simplified process.

Creating and Issuing the Cash Advance

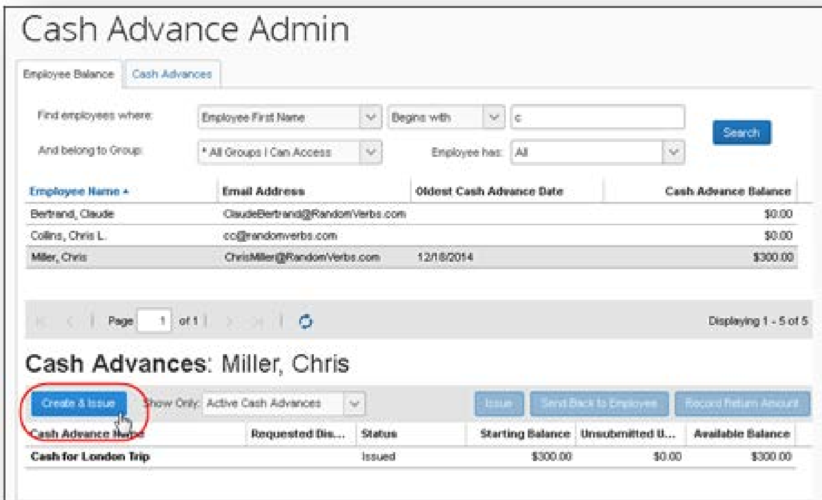
This feature is available only to the Cash Advance admin; the Cash Advance admin cannot issue this type of cash advances to himself/herself.

To create and issue the cash advance:

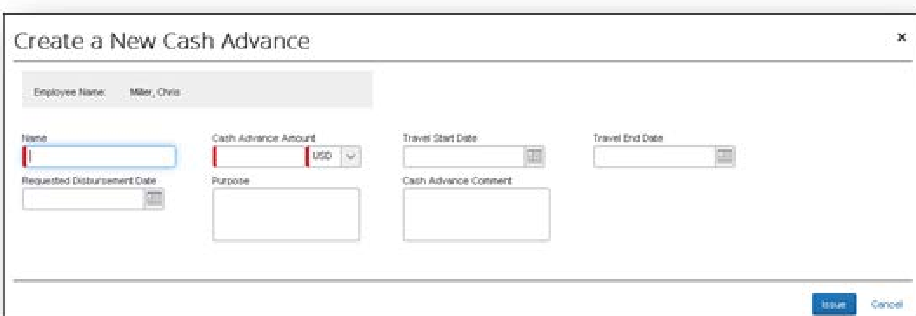
1. The Cash Advance admin uses the **Employee Balance** tab to search for the desired employee.



2. With the employee selected, click **Create & Issue**:



3. The **Create a New Cash Advance** window opens. The administrator then names the advance, specifies the amount and currency, and adds a purpose and comment as needed:



4. Click **Issue** to issue the cash advance.

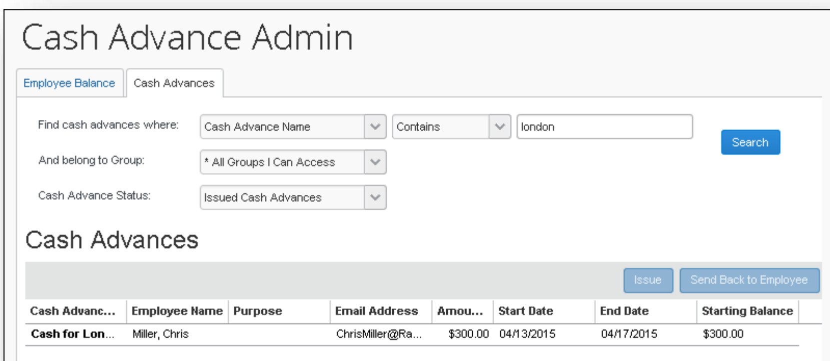
Searching for Cash Advances

The Cash Advance admin can search for cash advances on the **Cash Advance** tab by:

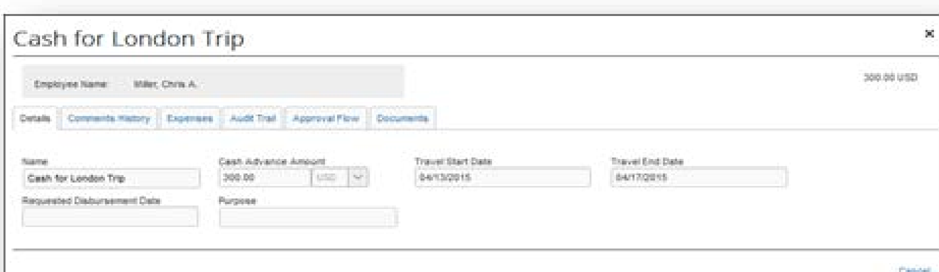
- Cash advance name
- Employee first or last name
- Request date
- Amount requested
- Requested disbursement date
- Start or end date
- Account code
- Cash advance key
- Group
- Cash advance status

To search for and view a cash advance:

1. On the **Cash Advances** tab, enter search criteria.
2. Click **Search**. The search results appear in the bottom pane.



3. Click the name of the desired cash advance. The cash advance opens to the **Details** tab.



For more information on the details page, refer to *Viewing an Employee's Balance and the Cash Advance Details* in this guide.

Recording Cash Returned Manually by the Employee

If all or part of a cash advance is turned in to the cash advance administrator by the employee, this information can be recorded against the cash advance. The outstanding balance of the cash advance is immediately updated to reflect this return of funds. This is done using the **Record Return Amount** button.

The cash advance must be in the following state to use this feature:

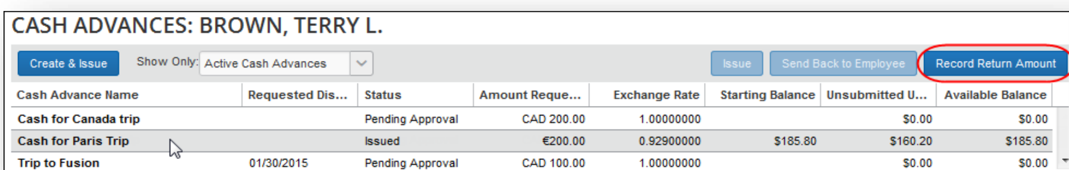
- The cash advance is in an Issued state
- The cash advance balance is above a balance of zero
- The Payment Type value is Cash

Configuring Expense for this Feature

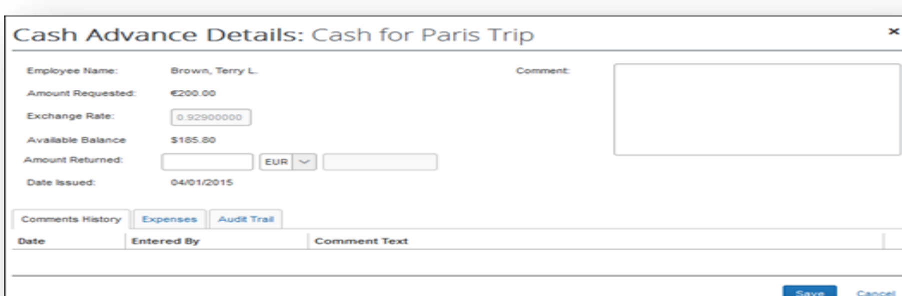
This feature is enabled by default. The Expense Configuration administrator uses the Site Setting **Allow Cash Advance Administrator to Record Return Amount** setting to activate the feature. When they do this, the **Record Return Amount** button appears.

Using the Feature

When receiving a return of funds from the user, the Cash Advance administrator searches for the employee in the **Employee Balance** tab, clicking the name directly to populate rows in the **Cash Advances** section:



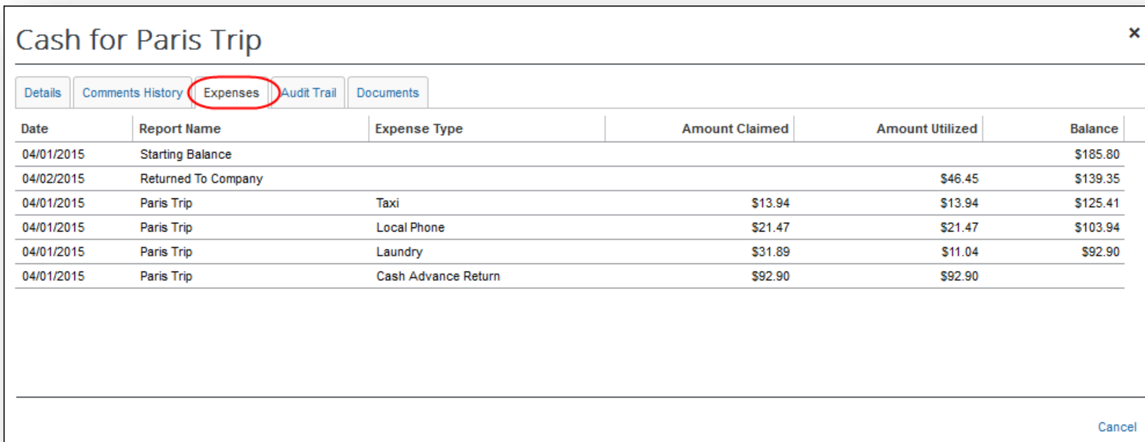
Selecting the row under Cash Advance Name, the administrator clicks **Record Return Amount** (this button is activated) to display the **Cash Advance Details** window.



The amount is entered in **Amount Returned**, and an optional comment is added. If the cash advance was originally issued in a currency other than the user's reimbursement currency, the amount returned may be recorded in either currency.

What the User Sees

The user can review the status of the cash advance by clicking **Expense** > **Cash Advances** (in the sub-menu) > **View Cash Advances**, selecting the desired cash advance name to open the cash advance to the **Details** tab, then clicking **Expenses**. The **Expenses** tab shows the returned amount and the balance amount.



Date	Report Name	Expense Type	Amount Claimed	Amount Utilized	Balance
04/01/2015	Starting Balance				$185.80
04/02/2015	Returned To Company			$46.45	$139.35
04/01/2015	Paris Trip	Taxi	$13.94	$13.94	$125.41
04/01/2015	Paris Trip	Local Phone	$21.47	$21.47	$103.94
04/01/2015	Paris Trip	Laundry	$31.89	$11.04	$92.90
04/01/2015	Paris Trip	Cash Advance Return	$92.90	$92.90	

The user receives an email notification (if configured) when the system notes the change in cash advance balance due to the returned cash amount.

Note the following when using this feature:

- The currency of the returned amount is of cash advance or cash advance request currencies only
- This data is recorded with a status of *Reverse Issuance* in the accounting extract file