Preparing Cash Advances

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Creating Cash Advances

A cash advance has several parts to complete before submitting it for approval. You can save cash advances for further work, or you can submit them for approval.

In this scenario, you are going on a trip to Sydney, Australia, to conduct research. Create a cash advance to be paid to you by direct deposit.

Procedure



Step Action

Step	Action
6.	Clicking the View Attachments button opens the WebNow application where you can log in and view documents you have emailed to attach to the cash advance. Since you have just begun the cash advance and have not sent any documentation, no documents are available.
	Note : For instructions on viewing attachments, refer to the Viewing Receipts or Other Documents topic in the Associated Procedures lesson.
7.	In the Details section, use the Source field to select the method of payment for your cash advance.
	In the Source drop-down list, click the ACH list item.
8.	Enter the desired information into the Description field. For this training example, enter " Sydney advance ".
9.	Enter the desired information into the *Amount field. For this training example, enter " 25,000.00 ".
10.	Click the Update Totals button to calculate the total amount of the cash advance request.
	Click the Update Totals button. Update Totals

New Window Help 🎘	Menu Search: > My Favorites		Cash Advance Report	
NEXT	 ✓ Employee Self-Service ▷ Employee Profile ▷ Travel and Expenses – <u>Travel and Expense Center</u> 	Create Cash Ad TIMMY TRAVELER	vance Report	Advance ID:
Conducting diabetes research at the Garvan Institute ; 7/10 - 8/14/2011		*Description: *Business Purpose:	Sydney trip Research	Comment:
Ingelies				Reference:
25,000.00 USD		Ipdate Totals		Advance Amount
Submit				Save For Later

Step	Action
11.	Notice that the Advance Amount field now displays the total amount of the cash advance request.
12.	 You can end by clicking one of these options: Click the Save For Later button to save and complete the cash advance request at a later time. Click the Submit button to send the completed cash advance request to the approval process.
13.	For this training example, click the Submit button. T&E will send the cash advance to an approver's queue.

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Step	Action
15.	The system generates a 10-digit Advance ID. Make a note of it for reference purposes.
16.	You have successfully created a cash advance. End of Procedure.

Viewing Cash Advances

Use the **View Cash Advance Report** page to view cash advance requests that you have saved for later or submitted.

In this topic, you will view a cash advance.

Procedure

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Navigation: Employee Self-Service > Travel and Expense Center > Cash Advance > View

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Menu 🗖	
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▷ My Favorites	Cash Advance
Travel and Expenses	Enter any information you have and click Search. Leave fields blank for a list of all values.
- Travel and Expense Center	Find an Existing Value
	Tino an Existing value
	Maximum number of rows to return (up to 300): 300
	Search by: Advance ID v begins with
	Search Advanced Search

Step	Action
1.	Enter the Advance ID number in the begins with field or use the Search by drop-
	down list for other search criteria.

You can also leave the **begins with** field blank and click the **Search**

Training Guide

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	 General Information 					
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	Business Purpose: Status:	Research Submitted for Approval	Reference:			
	Accounting Date:	04/27/2011	Post State:	Not Applied		
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Modifying Cash Advances

- You can modify a cash advance if:
- You have not submitted it for approval.
- An approver sent it back for revision or correction.

In this topic, a cash advance has been returned by the approver and it needs to be modified and resubmitted.

Procedure

Navigation: If the cash advance is sent back by an approver via email, click the link in the email.

OR

Search for the cash advance in T&E: Employee Self-Service > Travel and Expense Center > Cash Advance > Modify



OR Menu			Home Addito Favorites Sign out
Travel &	Expenses - Cash Ad	dvance Report	D My Favorites
	Advance ID:	000000001 -	Control of the second sec
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	*Description: *Business Purpose: Status: Accounting Date:	Sydney Mio	Comment: CORRUITING DigbstassTeesent/weit/fil2 Generation Generations Reference:
-	$0^{*})^{i}_{ij}$	View Attack	<u>ments</u>
	<u>'Source</u> ACH	Description Sydney advance	Amount Currency Apply Tax 25,000.00 USD
	Advance Amount:	25,000.00 USD	Update Totals
	▼ Action History <u>Profile</u>	Hame TRAVELER,TIMMY	Action Date/Time Submitted 04/27/2011 9/37/11AM
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Step Action

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Step	Action
7.	Use the View Approver Comments page to review comments posted to a cash advance.
8.	Click the Return button.

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		Ad	vance Amount:	20.000.00 USD
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OK Cancel				

Step

Action

Training Guide

Deleting Cash Advances

T&E enables you to delete cash advances in the following situations:

- If you created a cash advance and have not submitted it for approval.
- If you submitted a cash advance and the approver denied it.

Consider this scenario: You were scheduled for a trip to India. You prepared a cash advance but had not submitted it yet, and at the last minute, your trip was canceled. You want to delete the cash advance.

Procedure

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	11		Home Add to Favorites Sign out
Menu Search:	Travel & Expenses - Cash Advance	Report	New Window Help 🖶
Employee Self-Service	Delete Confirmation		
	- Travel and Expense Center	TIMMY TRAVELER The selected transaction(s) have been deleted. K	
		No. 10	

Step	Action
4.	The Delete Confirmation page will display.
	Click the OK button.
5.	You have successfully deleted a cash advance. End of Procedure.

Printing Cash Advances

If you wish to print your cash advance, T&E enables you to search for the cash advance and print it using your browser's print feature.

In this topic, you will search for cash advance 000000003 and print it.

Procedure

 Navigation: Employee Self-Service > Travel and Expense Center > Print Reports > Cash Advance

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	Find an Existing Value	
	Maximum number of rows to return (up to 300): 300	

Step

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My Favorites Employee Self-Service	 To print this report, please use your browser's print fea PeopleSoft. 	Home Addito Favorites Sion out Menu New Window Helb L
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Publication Research Publication Numper Conducting TB research in Pretoria		Business Feieren: Comment
urce <u>Description</u> South Africa advance	Amount 28,000.00 USD	Advance St ACH
Cash Adva Less Nonp	nce Total: 28,000.00 USD ayable Amount: 0.00 USD	
Amount Du	e Employee: 28,000.00 USD	
<u>it Reports</u>	✓ Trusted sites	Return to Print

Step	Action
4.	A printable copy of the cash advance will display.
5.	Use the print feature in your browser to print the cash advance.