

## **Preparing Cash Advances**

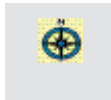
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## Creating Cash Advances

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**



# Training Guide



## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

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Step	Action
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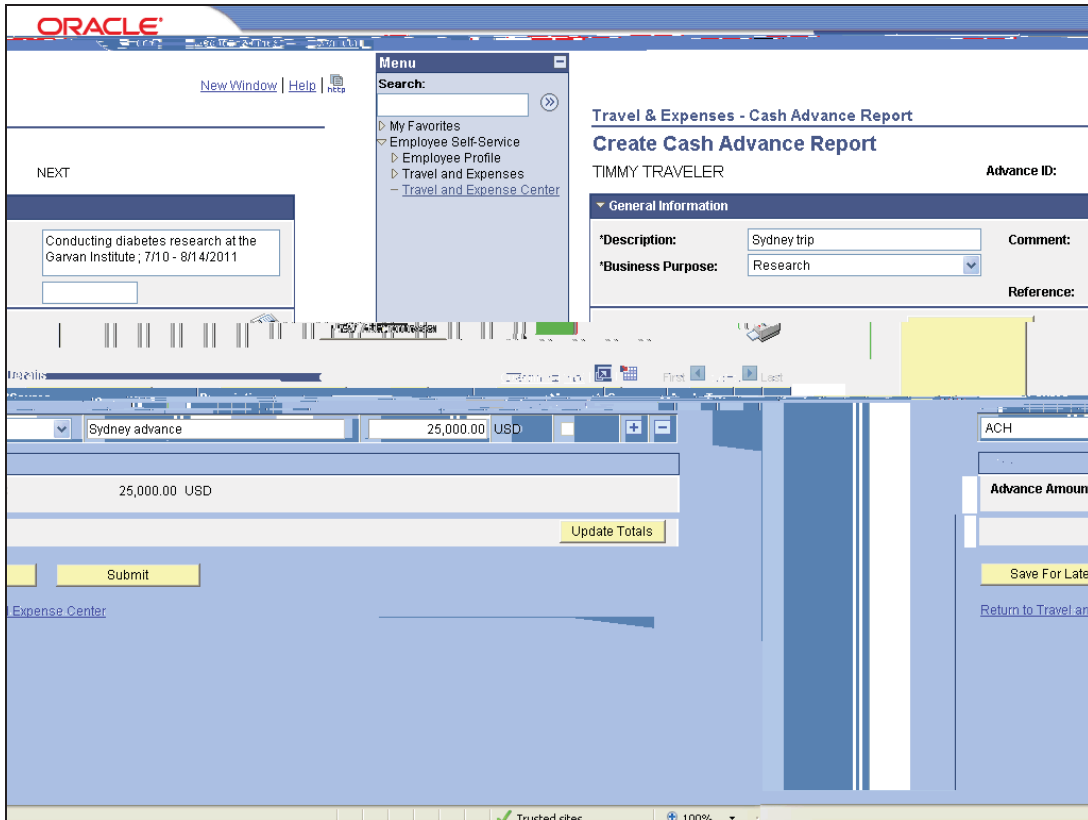
## Training Guide


### UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

Step	Action
6.	<p>Clicking the <b>View Attachments</b> 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.</p> <p><b>Note:</b> For instructions on viewing attachments, refer to the Viewing Receipts or Other Documents topic in the Associated Procedures lesson.</p>
7.	<p>In the <b>Details</b> section, use the <b>Source</b> field to select the method of payment for your cash advance.</p> <p>In the <b>Source</b> drop-down list, click the <b>ACH</b> list item.</p> 
8.	<p>Enter the desired information into the <b>Description</b> field. For this training example, enter "<b>Sydney advance</b>".</p>
9.	<p>Enter the desired information into the <b>*Amount</b> field. For this training example, enter "<b>25,000.00</b>".</p>
10.	<p>Click the <b>Update Totals</b> button to calculate the total amount of the cash advance request.</p> <p>Click the <b>Update Totals</b> button.</p> 

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

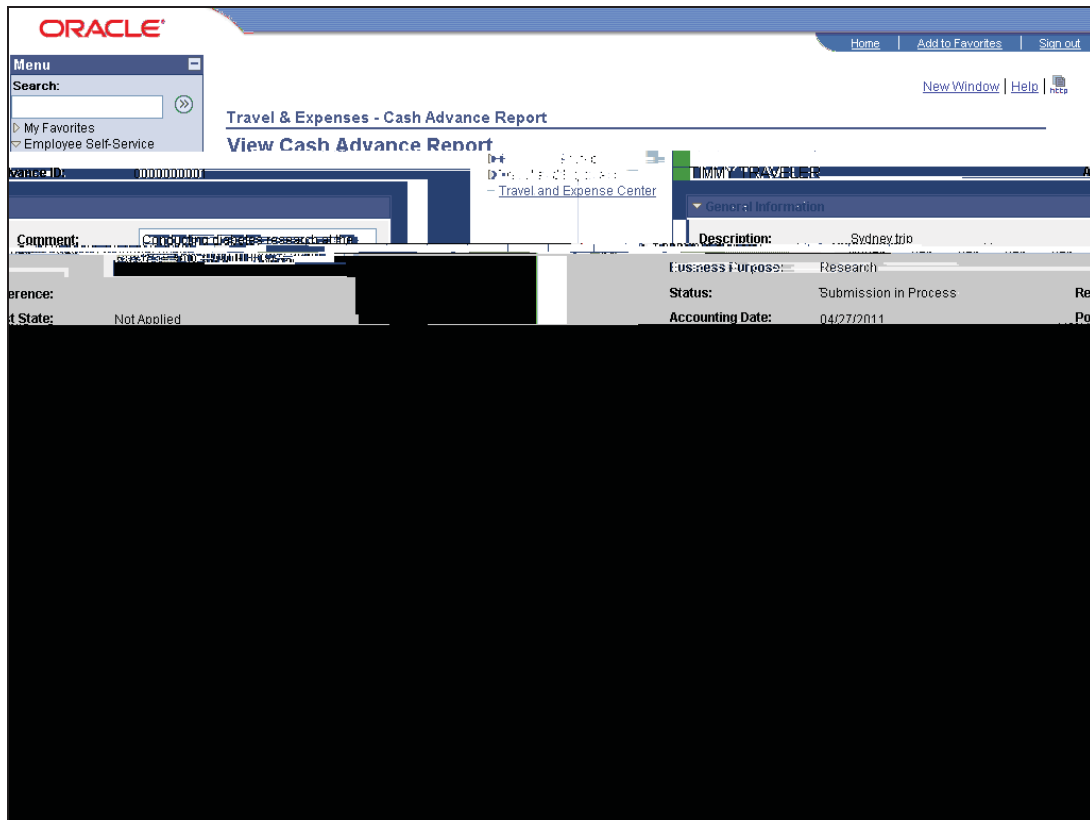


Step	Action
11.	Notice that the <b>Advance Amount</b> field now displays the total amount of the cash advance request.
12.	You can end by clicking one of these options: <ul style="list-style-type: none"> <li>- Click the <b>Save For Later</b> button to save and complete the cash advance request at a later time.</li> <li>- Click the <b>Submit</b> button to send the completed cash advance request to the approval process.</li> </ul>
13.	For this training example, click the <b>Submit</b> button.  T&E will send the cash advance to an approver's queue. <div style="text-align: center;"></div>



# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



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. <b>End of Procedure.</b>

## 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



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

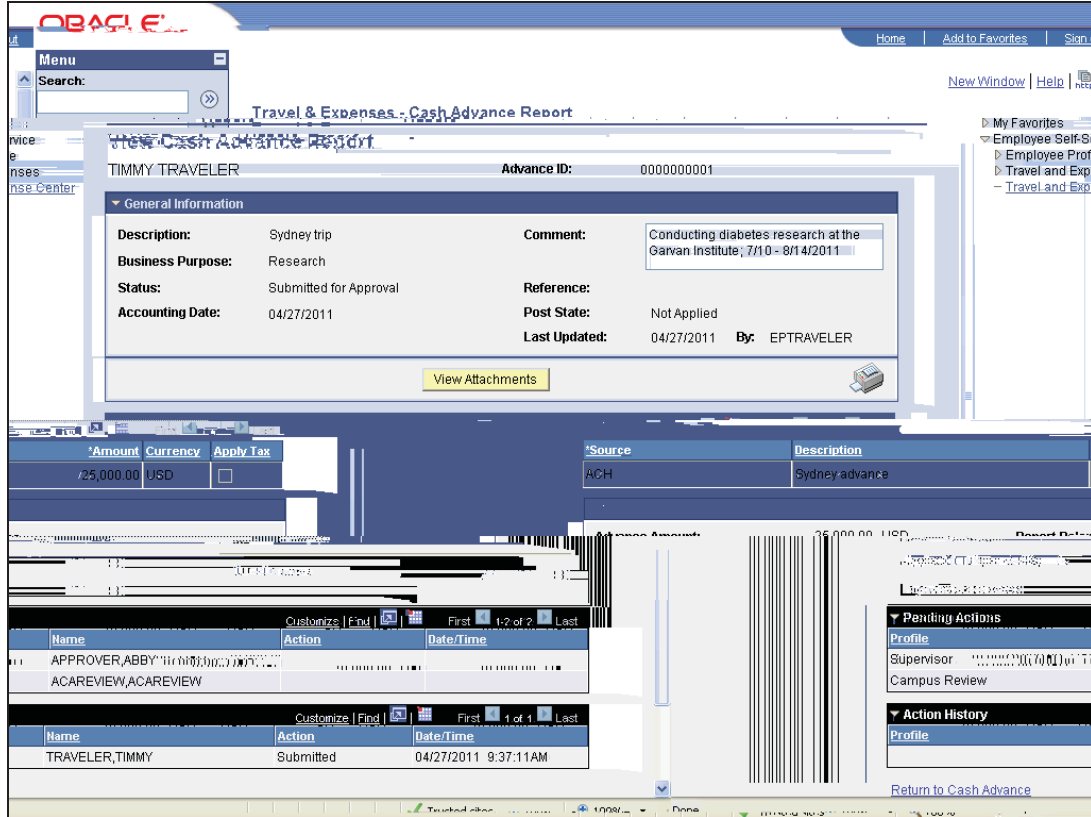
Step	Action
1.	Enter the Advance ID number in the <b>begins with</b> field or use the <b>Search by</b> drop-down list for other search criteria.  You can also leave the <b>begins with</b> field blank and click the <b>Search</b>



# Training Guide

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## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
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4.

### 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

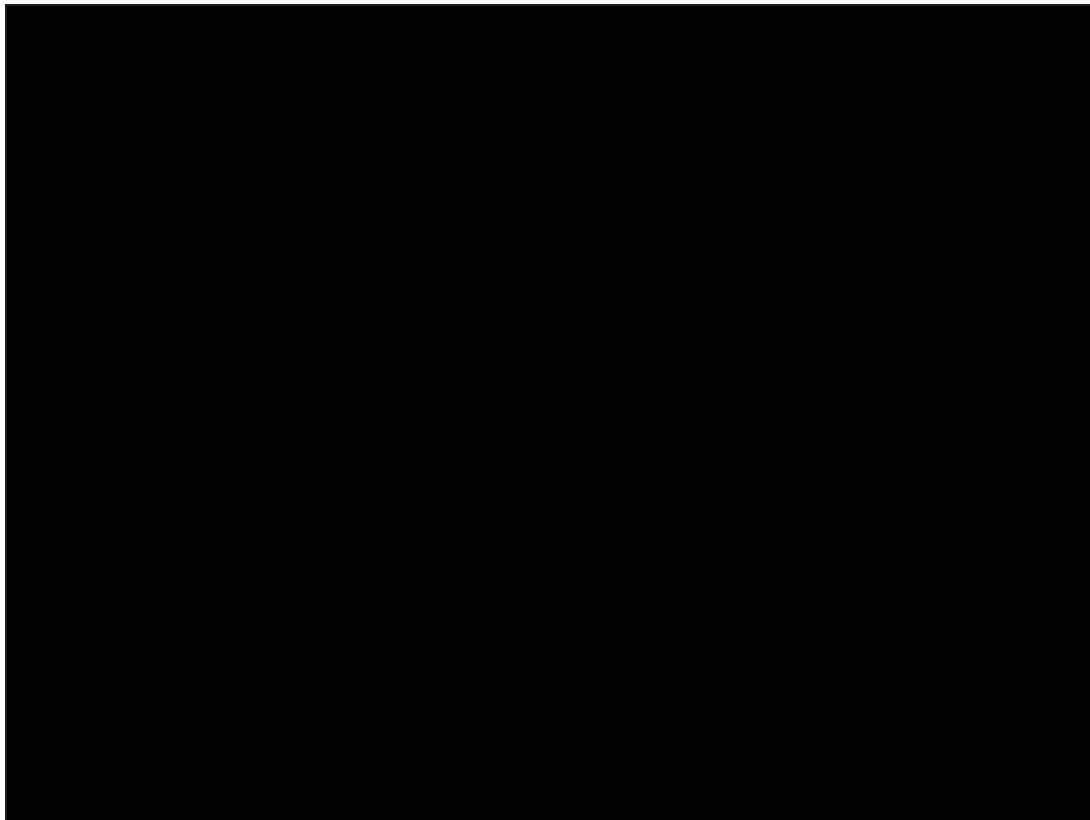


**Navigation:** If the cash advance is sent back by an approver via email, click the link in the email.

OR

Search for the cash advance in T&E:

Employee Self-Service > Travel and Expense Center > Cash Advance > Modify





# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

**Advance ID:** 000000001

**By:** APPROVER, AB

**Description:** Sydney adv  
**Business Purpose:** Research  
**Status:** Pending  
**Accounting Date:** 04/27/2011

**Comment:** Conducting database research at the  
 Caran Institute 7/10/08-8/14/2011

**Reference:**  
**Post State:** Not Applied  
**Last Updated:** 04/27/2011 **By:** EPAPPROVER

**View Attachments**

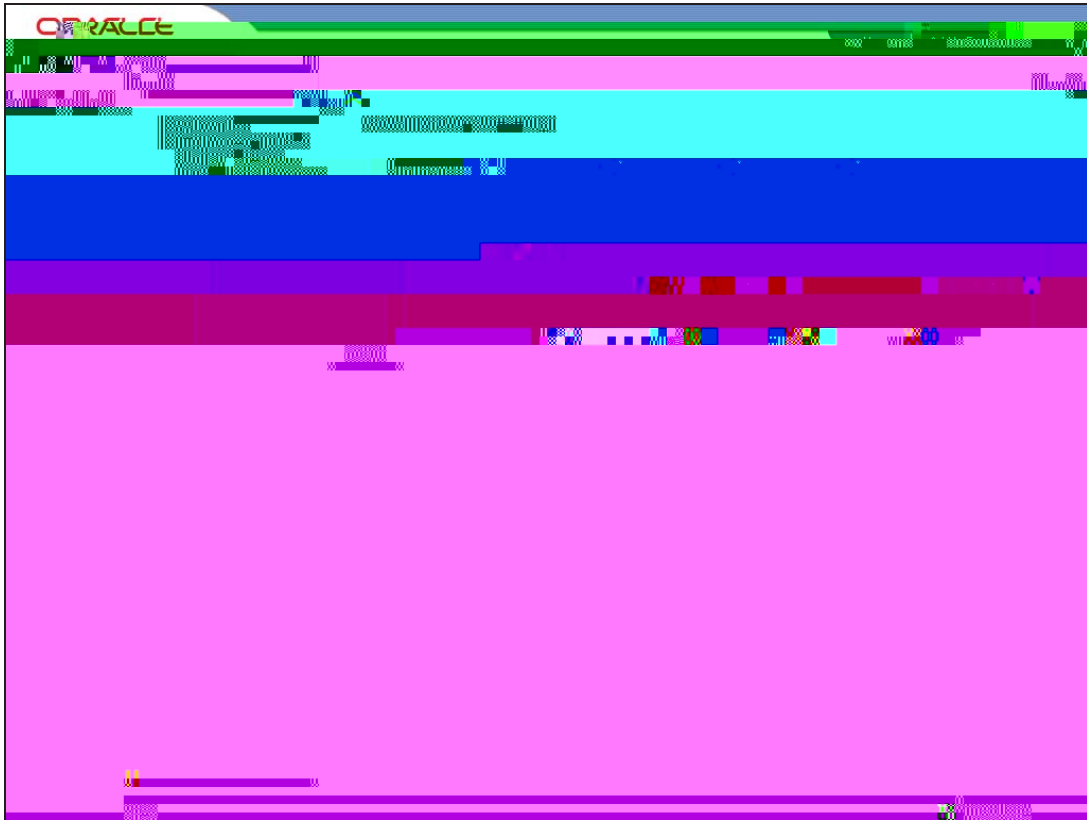
Source	Description	Amount	Currency	Apply Tax
ACH	Sydney advance	25,000.00	USD	

**Advance Amount:** 25,000.00 USD

**Action History**

Profile	Name	Action	Date/Time
	TRAVELER, TIMMY	Submitted	04/27/2011 9:37:11AM

Step	Action
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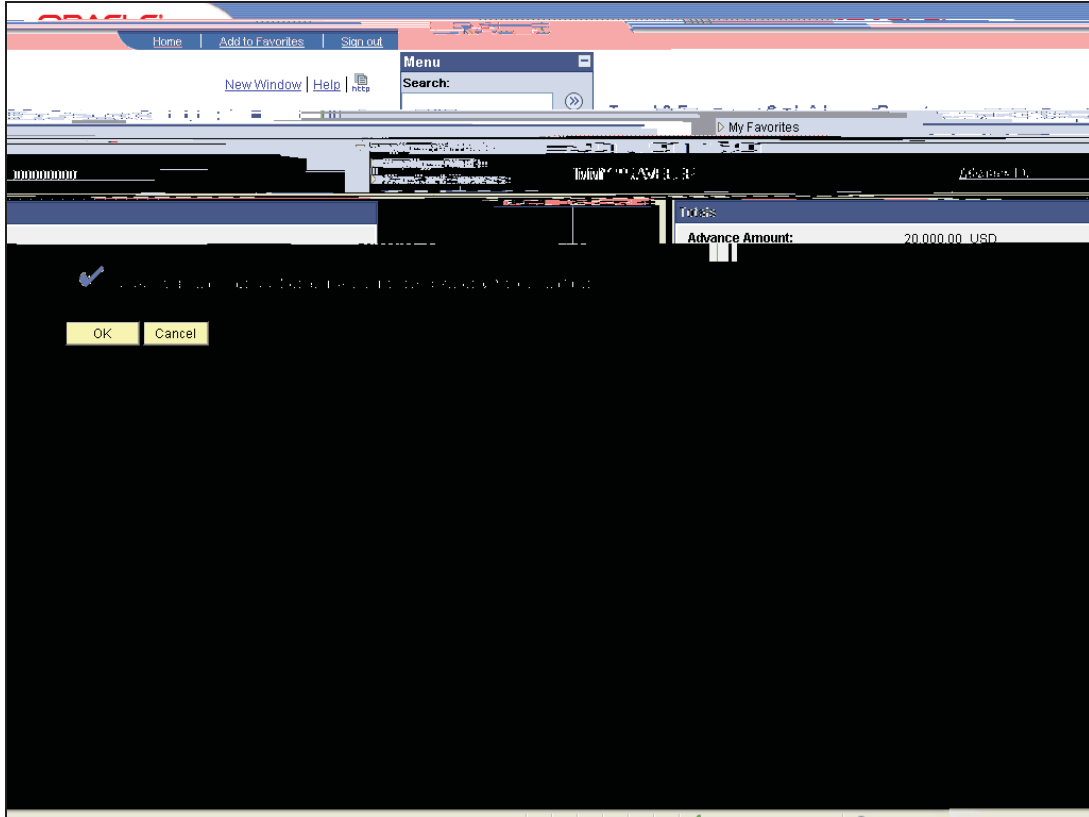


Step	Action
7.	Use the <b>View Approver Comments</b> page to review comments posted to a cash advance.
8.	Click the <b>Return</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Return</div>



# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
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# Training Guide

## Deleting Cash Advances

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

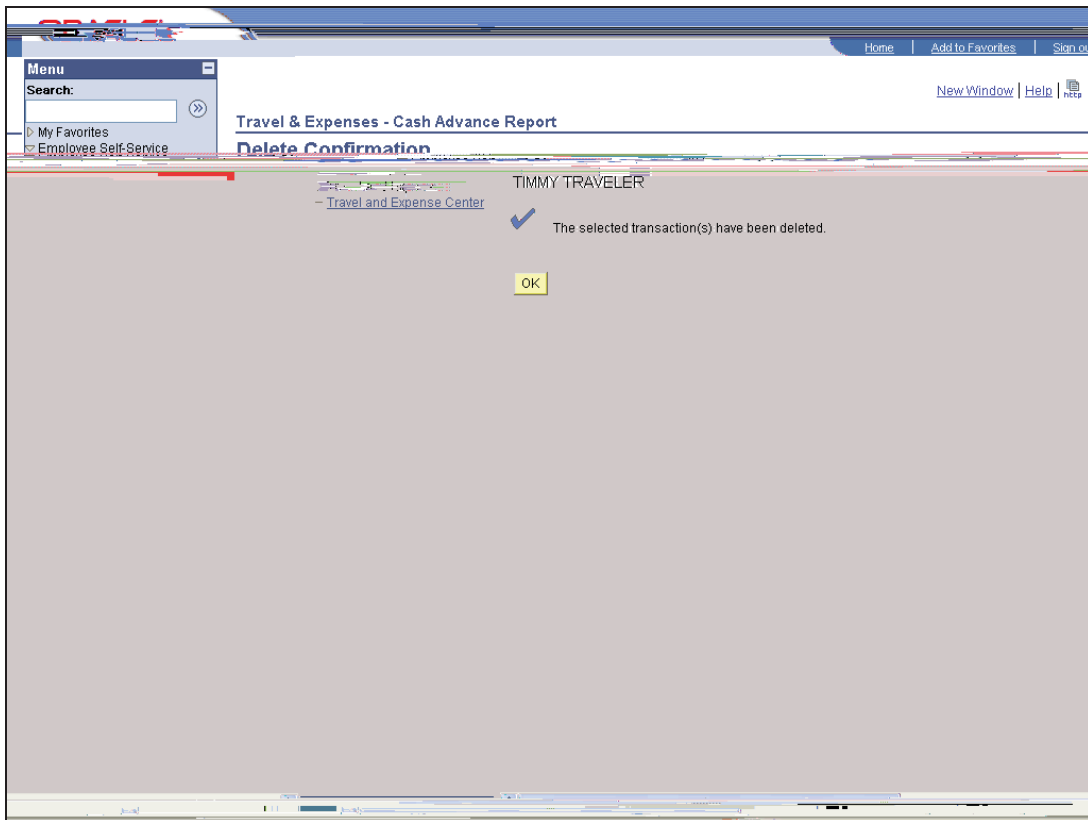
- If you created a cash advance and have not submitted it for approval.
- If you submitted a cash advance and the approver denied it.


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**

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



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

## Printing Cash Advances

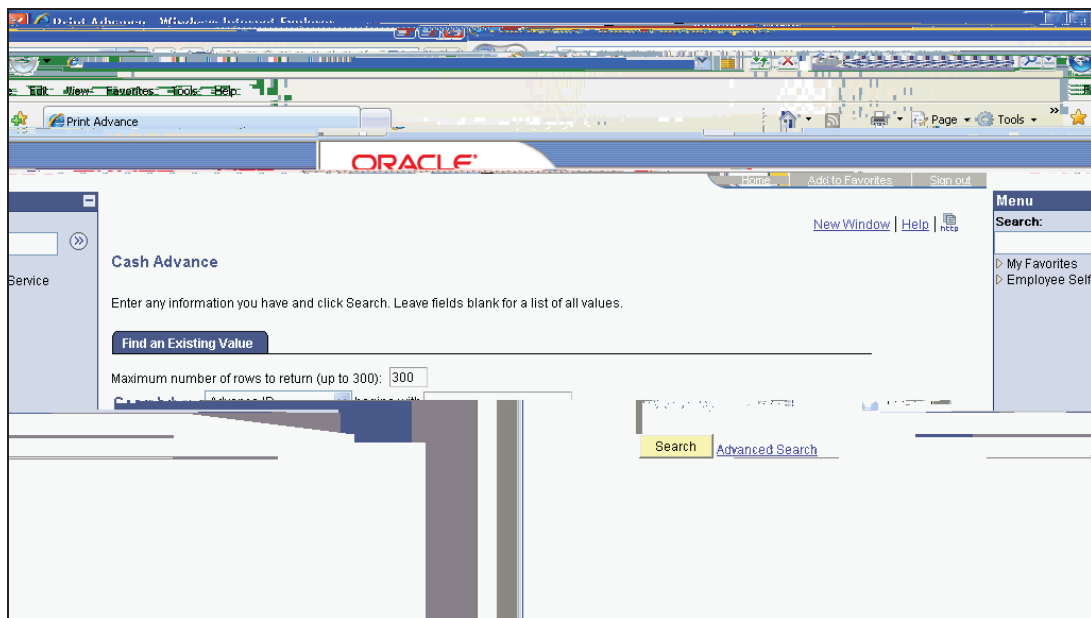
If you wish to print your cash advance, T&E enables you to search for the cash advance and print it using your browser's print feature.

In this topic, you will search for cash advance 0000000003 and print it.

### Procedure



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



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### Step

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

To print this report, please use your browser's print feature.

**PeopleSoft**  
**Cash Advance**  
 TIMMY TRAVELER

Report Date: 05/13/2011  
 Report Time: 11:10:07AM

Advance ID: 000000003      Empl ID: 22222222

**Purpose:** Research  
**Number:** Conducting TB research in Pretoria

Source	Description	Amount
	South Africa advance	28,000.00 USD
<b>Cash Advance Total:</b>		28,000.00 USD
<b>Less Nonpayable Amount:</b>		0.00 USD
<b>Amount Due Employee:</b>		28,000.00 USD

Business Reference Comment  
 Advance Source: ACH

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. 