

EX.020.051 – MODIFYING A CASH ADVANCE

Purpose	<ul style="list-style-type: none"> • To define a Cash Advance. • To identify what a Cash Advance may be used for. • To identify when you may need to modify a Cash Advance. • To modify a Cash Advance.
Description	<p>Cash Advances are not used by all institutions!</p> <p>Cash Advances are used to minimize the impact of business travel on an employee's personal finances. A cash advance can be in the form of a check or electronic payment. Institutions can provide cash advances to pay for items such as accommodations, meals and ground transportation. Once the travel which was funded by a cash advance has occurred, the employee should submit an expense report to close the cash advance. For additional information, see EX.020.108 - Applying a Cash Advance to an Expense Report.</p> <p>You may need to use the Modify a Cash Advance functionality to update a cash advance that you saved for later or that was returned to you by an approver.</p>
Security Role	BOR_EX_CASH_ADV
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to modify a cash advance.

Imagine that you created a cash advance several days ago, but you were not sure of the amount, so you saved it for later. Now you need to update this amount on your saved transaction and submit it for approval.

Step	Action
1.	Click the NavBar link.
2.	Click the Navigator link.
3.	Click the Employee Self-Service link.
4.	Click the Travel and Expenses link.
5.	Click the Cash Advance link.
6.	Click the Create/Modify link.
7.	Click on the Find an Existing Value tab.
8.	Click the Search button.
9.	TIP: The only transactions that will appear on this page are those that you "Saved for Later" or those that were sent back by an approver.
10.	Click an entry in the Advance ID column for the cash advance you wish to modify.
11.	The Modify Cash Advance reports page is displayed and now you can adjust your cash advance as needed.
12.	Click in the Amount field.
13.	Enter the amount in the Amount field.
14.	If you need to print this cash advance transaction you can click the View Printable Version link.
15.	If you are ready to release the transaction for approval, click the Submit Cash Advance button.
16.	Click the OK button.