

## EX.020.052 – DELETING A CASH ADVANCE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify when a cash advance can be deleted.</li> <li>To delete a cash advance.</li> </ul>
<b>Description</b>	<p>This topic demonstrates how to delete a cash advance. A cash advance can only be deleted if it has been “Saved for Later” or if it has been sent back by an approver.</p>
<b>Security Role</b>	<b>BOR_EX_CASH_ADV</b>
<b>Assumptions</b>	None
<b>Dependencies/ Constraints</b>	<p>Cash advances that have been “Saved for Later” can be deleted by the Traveler. Cash Advances which have been “Submitted for Approval” cannot be deleted by the Traveler unless they are sent back by an approver/manager.</p> <p>Cash Advances which have been “Submitted for Approval” cannot be deleted by the traveler unless they are sent back by an approver/manager.</p>
<b>Additional Information</b>	None

## Procedure

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

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> link.
3.	Click the <b>Employee Self-Service</b> link.
4.	Click the <b>Travel and Expenses</b> link.
5.	Click the <b>Cash Advance</b> link.
6.	Click the <b>Delete</b> link.
7.	Click the <b>Select</b> checkbox next to the cash advance transaction that you wish to delete.
8.	Click the <b>Delete Selected Advance(s)</b> button.
9.	Click the <b>OK</b> button.