EX.080.050 - Approving a Cash Advance

Purpose	• To Identify the three methods of reviewing and approving expense transactions. • Identify the options available to approvers of cash advances. • Approve a cash advance through the Worklist.
Description	There are three methods which can be used to review and approve expenses transactions: • Email Notification • Worklist • Summary Approval page Approve, Deny, Send Back, and Hold are the options available to approvers of cash advances See business process EX.020.300, Understanding Approval Methods, for additional information.
Security Role	**BOR_EX_APPROVAL**
Dependencies/ Constraints	A travel authorization should be created before the cash advance is started.
Additional Information	Cash Advances are not used by all institutions.

Procedure

Below are instructions on how to approve cash advance.

Step	Action
1.	Click the **NavBa**r icon.
2.	Click the **Menu** link.
3.	Click the **Worklist** link in the top right corner of the page.
4.	View **Worklist** details by clicking the **Detail View** link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	Customize the way **Worklist** appears by clicking the **Customize** button.
6.	Transactions which need attention are displayed in the **Worklist** and can be selected by clicking an item in the Link column. The following naming convention is used: TAApproval - Travel Authorizations ERApproval - Expense Reports CAApproval - Cash Advances
7.	Click a Cash Advance (CAApproval) entry in the **Link** column.
8.	The **Approve Cash Advance Report** page will appear and should be reviewed by the approver for accuracy and compliance with the institution's set rules and regulations.
9.	Click the **vertical** scrollbar to navigate to the bottom of the page.
10.	Click the **Approve** button.
11.	Click the **OK** button.
12.	Click the **OK** button.