EX.080.052 - Sending Back a Cash Advance

Purpose	• To identify the purpose of sending back a cash advance. • To Identify the route a cash advance takes if it is sent back to the initiating employee from a higher approval level. • To send back a cash advance through the Worklist.
Description	By sending back a cash advance, the requesting employee can provide any missing information or correct any misinformation on the cash advance. The employee can then resubmit the transaction once the missing information and/or corrections have been provided/made. If a higher approval level sends back a cash advance report to an employee, the transaction must be routed through the normal approval levels once it is resubmitted. It will not route directly from the initiating employee to the AP Auditor. 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 send back cash advance.
In this example, some dates were omitted.

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.	The **Worklist** appearance can be customized by clicking the **Customize** button.
6.	Transactions which need attention are displayed in the Worklist and can be selected by clicking on 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 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.	An explanation must be typed in the **Comments** section before the transaction can be sent back. The comment should include specific things which need corrected, and/or the reason the Cash Advance is being sent back to the employee.
11.	Include the additional information that is needed in the **Comments** field. For this example, enter "**Include the proposed date of travel.**"
12.	Click the **Send Back** button.
13.	Click the **OK** button.
14.	Click the **OK** button.