

EX.080.053 - Placing a Cash Advance on Hold

Purpose	<ul style="list-style-type: none"> • To identify the purpose of placing a cash advance on hold. • To identify what the employee sees when one of their cash advances is placed on hold. • To place a cash advance on hold via the Worklist.
Description	<ul style="list-style-type: none"> • By putting a cash advance on hold, the approver can have additional time to gather more information to make a decision, if necessary. • The initiating employee sees that their cash advance has a status of “Approval in Process” when it has been placed on hold. • A cash advance placed on hold will remain in the approver’s Worklist, with the updated status of “On Hold.” <p>See business process EX.020.300, Understanding Approval Methods, for additional information.</p>
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 place a cash advance on hold.

Step	Action
1.	Click the NavBar 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: TAApapproval - Travel Authorizations ERApapproval - Expense Reports CAApapproval - Cash Advances
7.	Click a Cash Advance entry (CAApproval) in the Link column.
8.	The Approve Cash Advance Report page will appear and should be reviewed by approvers 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.	When a cash advance is placed on hold, the wording " On Hold " will appear in the Action column of the cash advance. Anyone who has rights to view this transaction will be able to determine that it was placed on hold by the approver.
11.	Click the Save and Hold button to place the cash advance on Hold.
12.	Click the OK button.
13.	Click the OK button.
14.	Click the Worklist link at the top right corner of the page.
15.	Notice that the transaction continues to be displayed in the Worklist after it has been placed on hold.
16.	Click the same cash advance entry in the Link column.
17.	Notice that the text " On Hold " has been added to the Action column of this report.