

## EX.020.117 - WITHDRAWING A CASH ADVANCE

<b>Purpose</b>	To withdraw a Cash Advance
<b>Description</b>	The Travel & Expense module allows users to withdraw Cash Advances previously submitted if no approval action has been taken. Withdrawing a Cash Advance removes it from the approvers Worklist and returns it to Pending status so it may be edited or deleted.
<b>Security Role</b>	<b>BOR_EX_CASH_ADV</b>
<b>Dependencies/ Constraints</b>	Cash Advance is in Submitted for Approval Status.
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to withdraw an expense report.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Employee Self-Service</b> link.
4.	Click the <b>Travel and Expenses</b> link.
5.	Click the <b>Cash Advances</b> link.
6.	Click the <b>View</b> link. The system navigates to the Cash Advance Search Criteria page.
7.	Enter or search for the <b>Advance ID</b> .  <i><b>Note:</b> To view all available Cash Advances, leave Search Criteria blank.</i>
8.	Click the <b>Search</b> button. The system generates search results based on Search Criteria entered in the step above.
9.	The system navigates to the View Cash Advance Summary page. Confirm the Cash Advance is in Submitted for Approval Status and the Withdraw Cash Advance button is available.
10.	Click the <b>Withdraw Cash Advance</b> button.
11.	Verify the withdrawal process is complete by viewing the red text under the traveler's name that reads:  <b>"Your Cash Advance (Cash Advance ID XXXXXXXXXX) has been withdrawn from the approver's queue."</b>
12.	For more information on how to edit this Cash Advance after it is withdrawn, see EX.020.051 Modifying a Cash Advance.