Viewing & Printing a Cash Advance

Purpose	• To view a Cash Advance. • To identify the viewable information on a Cash Advance through this View option. • To identify where the approval history is located for a Cash Advance.
Description	The Travel & Expense Module allows users to view Cash Advances saved or previously submitted. The View option displays Cash Advance details, status, and approval history. If the Cash Advance is in Submitted for Approval status, it can be withdrawn by the traveler from the View page.
Security Role	**BOR_EX_CASH_ADV**
Dependencies/ Constraints	Each employee receiving a cash advance is required to sign and date the travel advance acknowledging receipt of the funds via check or EFT. Additionally, advances should be attached to an expense report where the employee has applied the amount against the total reimbursement due.
Additional Information	Institutions have specific guidelines on when and if a printed version of a cash advance is required. Cash Advances are not used by all institutions.

Procedure

Below are instructions on how to view and print a Cash Advance.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** link.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel and Expenses** link.
5.	Click the **Cash Advances** link.
6.	Click the **View** link.
7.	Enter the cash advance transaction number directly in the **Search by** field. Or search for all cash advances.
8.	Click the **Search** button.
9.	The system navigates to the Cash Advance summary page. Users can view the following Cash Advance information in the header section of this page: • **Business Purpose**: states the reason for the Cash Advance. • **Advance Description**: freeform field where the traveler enters more specific information about the travel purpose. • **Accounting Date**: • **Report**: displays the Cash Advance ID and Cash Advance status. • **Reference**: this field is not currently utilized by USG institutions. • **Post State:** refers to whether accounting entries for the Cash Advance posted to the General Ledger. • **Created:** date the traveler created the Cash Advance. • **Last Updated:** displays the most recent date the Cash Advance was modified as well as the user who updated the Cash Advance.
10.	To view the Expense profile of the traveler, select the **User Defaults** link. A new browser tab opens and the system navigates to the User Defaults tab of the Expense profile.
11.	To print the Cash Advance, click the **View Printable Version** link. For more information on how to print a Cash Advance, see EX.070.011 – Printing a Cash Advance.
12.	To view and/or add notes to the Cash Advance, click the **Notes** link. Enter notes into the textbox. Click the OK button. ***Note:*** *Notes can be added at any point, no matter the Cash Advance status.*

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13.	To view and/or add an attachment(s) to the Cash Advance, click the **Attachments** link.
14.	Users can view the following information in the Cash Advance section: • **Source**: Predefined source selected from a dropdown menu. Options are Employee Advance Check Payments and Employee Advance EFT Payments. • **Description**: freeform field where traveler enters more specific information about the Cash Advance purpose • **Amount**: total to be advanced to traveler • **Currency**: this field always populates USD (U.S. dollars) for USG institutions
15.	Users can view the following information in the Totals section: • **Advance Amount**: Total of the Cash Advance
16.	Users can view submission information which includes: • **Submitted on**: date the traveler submitted the Cash Advance • **Submitted by**: user who submitted the Cash Advance ***Note:*** *If the Cash Advance is in a Submitted for Approval status, the Withdraw Cash Advance button will be available. If users would like to withdraw the Cash Advance, see EX.020.117 – Withdrawing a Cash Advance.*

17.	Users can view **Approval History** levels and names of approvers, if not pooled, for this Cash Advance as well as the approval history.
	
	Under the Approval History section users can view:
	
	• **At a glance**: gives a visual of approval workflow and where the Cash Advance is in the approval path. If a checkmark displays over the icon in the approval workflow this means the Cash Advance was approved by that person/level. If the icon in the approval workflow does not have a checkmark, this means the Cash Advance has yet to be approved by the person/level.
	
	• **Approval history log** which includes:
	  ○ **Role**: approval level
	  ○ **Name**: name of the approver
	  ○ **Action**: approval action. Possible actions include Submitted, Reviewed, Approved, Sent Back for Revision, Resubmitted, and Denied
	  ○ **Date/Time**: displays date/time of the approval action

Step	Action
18.	To view additional Cash Advances, click the **Return to Search** button to return to the Search Criteria page. ***Note:*** *Users can select the Previous in List or Next in List buttons as needed, to view more Cash Advances.*