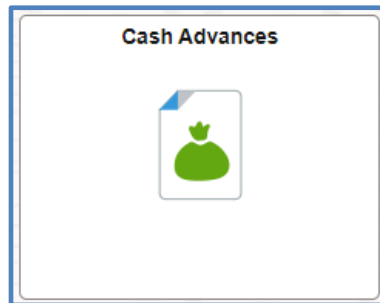


Entering Cash Advances as a Delegate

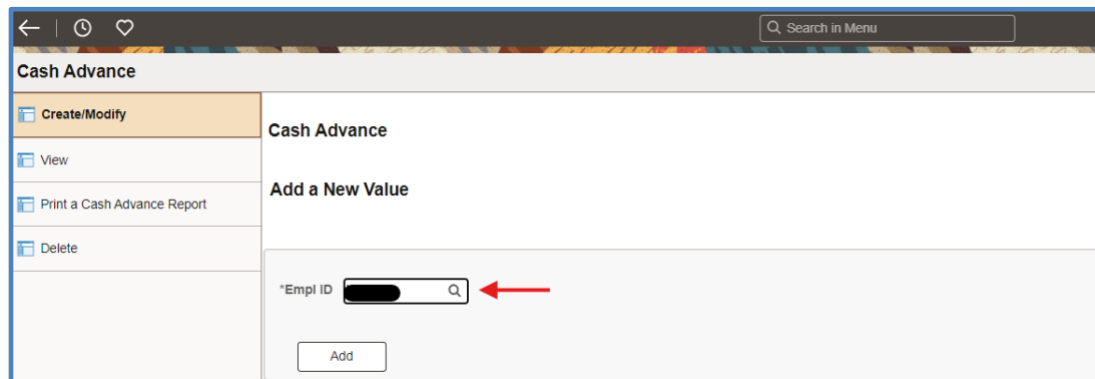
This job aid is designed to provide instructions on how to enter Cash Advance as a delegate using the GeorgiaFIRST PeopleSoft Financials Travel and Expense module. Fluid Navigation is shown first and Classic Navigation directions start on page 4.

Fluid Navigation

1. Select the **Cash Advances** tile found on your Employee Self Service homepage.



2. Select the magnifying glass next to the Empl ID field.



3. In the Employee Search box that appears choose an employee to create a Cash Advance on behalf of.

Note: Only employees in which you are an authorized delegate will appear.

Look Up Empl ID [X]

Empl ID begins with [] [Help]

Name contains []

[Search] [Clear] [Cancel] Basic Lookup

Search Results

View 100 [] [] [1-2 of 2] [] []

Empl ID	Name
[REDACTED]	Latimore [REDACTED]
[REDACTED]	Smith [REDACTED]

4. Click **Add**.
5. Enter the following information on the Cash Advance header:
 - a. *Business Purpose
 - b. *Advance Description
6. Next, enter the following information on the Cash Advance line:
 - a.*Source
 - b.*Amount

Example:

Cash Advance [Save for Later]

*Business Purpose: Attend Conference [v]

*Advance Description: Yearly Conference []

Reference: [] [Q]

View Printable Version [] Notes [] Attachments []

*Source	Description	*Amount	Currency
Employee Advance EFT Pay [v]	[]	100.00	USD

> Accounting Details

7. Add any other cash advance lines needed by selecting the + Add button.

8. Once you are finished with the Cash Advance select the check the box as shown below to enable the submit button.

> Accounting Details

▼ Totals

Advance Amount 100.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

9. Select the Submit Cash Advance button.

10. A message will appear verifying you would like to submit the report for the traveler to review.

Click Yes to submit Cash Advance for review by traveler. (28000,21)

Yes

No

11. Click **Yes** to send an email notification to the traveler.

12. The Following message will appear in the top left corner of the page.

Cash advance 0000417441 has been submitted to the traveler for review.

Business Purpose	Attend Conference	Report	0000417441	Pending
Advance Description	Yearly Conference	Reference		
Accounting Date	07/01/2024	Post State	Not Applied	
		Created	07/01/2024	██████████
		Last Updated	07/01/2024	██████████
		User Defaults		



Cash Advance ?

[View Printable Version](#)

[Notes](#)

13. The Traveler will receive the following email notification.

Cash Advance 0000417441 created by [REDACTED] is available for your review

 donotreply@usg.edu
To  Brooklyn Davis

Cash Advance 0000417441 created by [REDACTED] is available for your review.

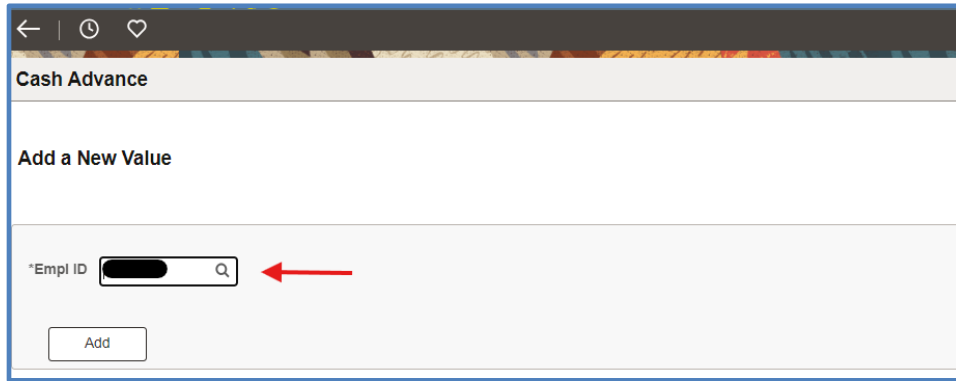
Employee ID: [REDACTED]
Employee Name: [REDACTED]
Creation Date:2024-07-01
Transaction Description:Yearly Conference
Business Purpose:Attend Conference
Reimbursement Amount:100

To review and submit this transaction, login to PeopleSoft Financials.

14. The traveler will then log in and review and submit the Cash Advance themselves.

Classic Navigation

1. Navigate to **Employee-Self Service > Travel and Expenses > Cash Advances > Create/Modify**
2. Select the magnifying glass next to the Empl ID field.



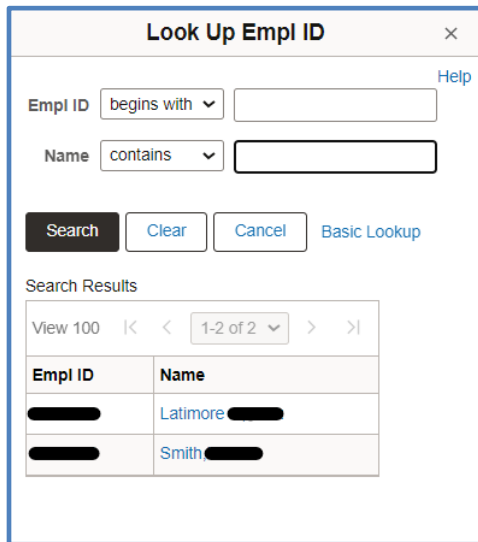
Cash Advance

Add a New Value

*Empl ID ←

3. In the Employee Search box that appears choose an employee to create a Cash Advance on behalf of.

Note: Only employees in which you are an authorized delegate will appear.



Look Up Empl ID

Empl ID begins with [Help](#)

Name contains

[Basic Lookup](#)

Search Results

View 100 |< < 1-2 of 2 > >|

Empl ID	Name
██████████	Latimore ██████████
██████████	Smith ██████████

4. Click **Add**.

5. Enter the following information on the Cash Advance header:

- a. *Business Purpose
- b. *Advance Description

6. Next, enter your Projected Expenses. Enter the following information on the Expense line:

- a. *Source
- b. *Amount

Example:

The screenshot shows the 'Cash Advance' header form. At the top, there is a search bar and a 'Save for Later' button. The form contains several input fields: '*Business Purpose' with a dropdown menu set to 'Attend Conference', '*Advance Description' with a text box containing 'Yearly Conference', and a 'Reference' field. Below these are links for 'User Defaults' and 'Import ATM Advances'. A section titled 'Cash Advance' includes links for 'View Printable Version', 'Notes', and 'Attachments'. At the bottom, there is a table with columns for '*Source', 'Description', '*Amount', and 'Currency'. The table contains one row: 'Employee Advance EFT Pay', an empty description box, '100.00', and 'USD'. There are '+' and '-' buttons to the right of the table. A link for '> Accounting Details' is at the bottom left.

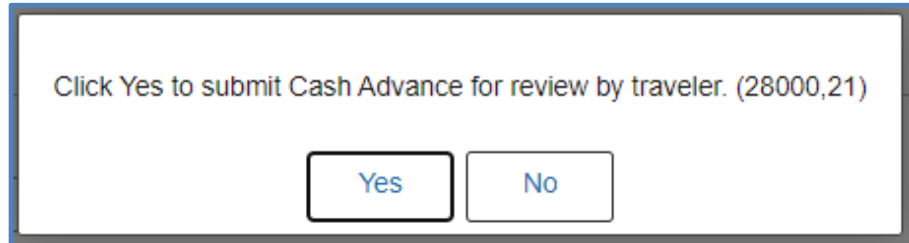
7. Add any other Advance lines needed by selecting the + Add button

8. Once you are finished with the Cash Advance select the check the box as shown below to enable the submit button.

The screenshot shows the 'Accounting Details' section. It features a 'Totals' section with a table showing 'Advance Amount' as '100.00 USD'. Below the table is a checked checkbox with the text: 'By checking this box, I certify the advances submitted are accurate and comply with expense policy.' A black button labeled 'Submit Cash Advance' is positioned below the checkbox.

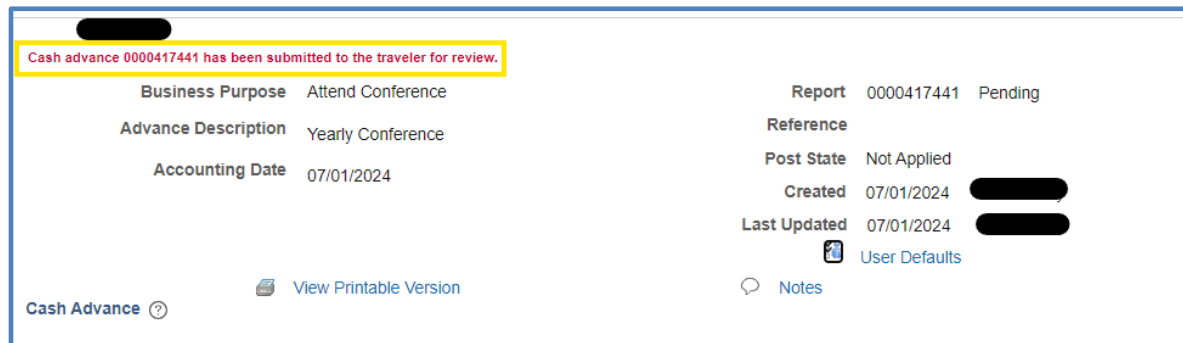
9. Select the Submit Cash Advance button.

10. A message will appear verifying you would like to submit the Cash Advance for the traveler to review.

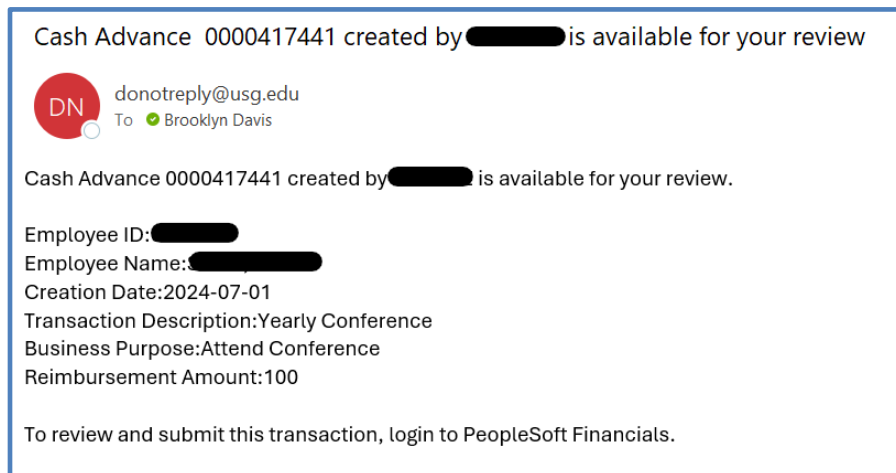


11. Click **Yes** to send an email notification to the traveler.

12. The Following message will appear in the top left corner of the page.



13. The Traveler will also receive the following email notification.



14. The traveler will then log in and review and submit the Cash Advance themselves.