

EX.020.052 – DELETING A CASH ADVANCE

Purpose	<ul style="list-style-type: none"> To identify when a cash advance can be deleted. To delete a cash advance.
Description	This topic demonstrates how to delete a cash advance. A cash advance can only be deleted if it has been “Saved for Later” or if it has been sent back by an approver.
Security Role	BOR_EX_CASH_ADV
Assumptions	None
Dependencies/ Constraints	Cash advances that have been “Saved for Later” can be deleted by the Traveler. Cash Advances which have been “Submitted for Approval” cannot be deleted by the Traveler unless they are sent back by an approver/manager.
Additional Information	None

Procedure

Below are step by step instructions on how to delete 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 Advance link.
6.	Click the Delete link.
7.	Click the Select checkbox next to the cash advance transaction that you wish to delete.
8.	Click the Delete Selected Advance(s) button.
9.	Click the OK button.