EX.060.017 – VIEWING CASH ADVANCE ACCOUNTING ENTRIES

Purpose	• To identify what can be reviewed on the Cash Advance Accounting Entries page. • To view cash advance accounting entries.
Description	The Cash Advance Accounting Entries page can be used to view ChartFields, currency details and journal information pertaining to a cash advance. In addition, if you have the right security access, you may be able to view the Employee Profile of the person who submitted the cash advance.
Security Role	**BOR_EX_CASH_ADV, BOR_EX_EMPLOY_DATA**, **BOR_EX_MANAGER**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to view cash advance accounting entries.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **menu** link.
3.	Click the **Travel and Expenses** link.
4.	Click the **Manage Accounting** link.
5.	Click the **View/Adjust Accounting Entries** link.
6.	Click the **Cash Advance Acctg Entries** link.
7.	If searching for a particular Cash Advance, enter that transaction ID in the begins with field. To search for all cash advances, you may click the **Search** button.
8.	Click the **Search** button. The Cash Advance Acctg Entries page lists cash advances which have accounting entries that can be viewed.
9.	Notice the Advance Status column which indicates the status of each cash advance.
10.	Click an entry in the **Advance ID** column.
11.	The Cash Advance Acctg Entries page can be viewed more easily if you close the menu pagelet. To collapse the menu, click the **Collapse Menu** button at the top of the left menu bar.
12.	Press [**Enter**] to continue.
13.	To view the Employee Profile, click the **Employee Profile** button next to the User ID in the ID field; this will open a new window with that employee's profile information (if you have the security access).
14.	To view the Cash Advance Detail, click the **Cash Advance Detail** button next to the transaction number in the Advance ID field; a separate window will open which displays a view of the cash advance information (if you have the security access).
15.	Click the **View All** link.
16.	Review the information on the **Chartfields** tab.
17.	Click the **Currency** tab.
18.	Review the information on the **Currency** tab.
19.	Click the **Journal Information** tab to verify if the journals were generated to General Ledger.

Step	Action
20.	Click the **Show all columns** button.
21.	Click the **horizontal** scrollbar to view the right side of the page.
22.	This concludes the Viewing Cash Advance Accounting Entries process.