

EX.080.052 - Sending Back a Cash Advance

Purpose	<ul style="list-style-type: none"> • To identify the purpose of sending back a cash advance. • To Identify the route a cash advance takes if it is sent back to the initiating employee from a higher approval level. • To send back a cash advance through the Worklist.
Description	<p>By sending back a cash advance, the requesting employee can provide any missing information or correct any misinformation on the cash advance. The employee can then resubmit the transaction once the missing information and/or corrections have been provided/made.</p> <p>If a higher approval level sends back a cash advance report to an employee, the transaction must be routed through the normal approval levels once it is resubmitted. It will not route directly from the initiating employee to the AP Auditor.</p> <p>See business process EX.020.300, Understanding Approval Methods, for additional information.</p>
Security Role	BOR_EX_APPROVAL
Dependencies/ Constraints	<p>A travel authorization should be created before the cash advance is started.</p>
Additional Information	<p>Cash Advances are not used by all institutions.</p>

Procedure

Below are instructions on how to send back cash advance.
 In this example, some dates were omitted.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Worklist link in the top right corner of the page.
4.	View Worklist details by clicking the Detail View link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	The Worklist appearance can be customized by clicking the Customize button.
6.	Transactions which need attention are displayed in the Worklist and can be selected by clicking on an item in the Link column. The following naming convention is used: TAApapproval - Travel Authorizations ERApapproval - Expense Reports CAApproval - Cash Advances
7.	Click a Cash Advance entry in the Link column.
8.	The Approve Cash Advance Report page will appear and should be reviewed by the approver for accuracy and compliance to the institution's set rules and regulations.
9.	Click the vertical scrollbar to navigate to the bottom of the page.
10.	An explanation must be typed in the Comments section before the transaction can be sent back. The comment should include specific things which need corrected, and/or the reason the Cash Advance is being sent back to the employee.
11.	Include the additional information that is need in the Comments field. For this example, enter " Include the proposed date of travel. "
12.	Click the Send Back button.
13.	Click the OK button.
14.	Click the OK button.