EX.020.050 – Creating a Cash Advance

Purpose	• To define a Cash Advance. • To Identify what a Cash Advance may be used for. • To Identify how to adjust Chartfields for a Cash Advance. • To Identify what Chartfield value is a requirement for all Cash Advances. • To Create a Cash Advance.
Description	Cash Advances are used to minimize the impact of business travel on an employee's personal finances. Cash advances can pay for items such as accommodations, meals and ground transportation. A cash advance, if allowed by theinstitution, can be in the form of a check or electronic payment. When cash advances are created, there isn’t an option to specify a chartfield on the transaction. The system automatically uses the chartfields that are listed in the User Profile on the Organizational Data tab. At a minimum, the Fund code is required for cash advances. A warning message will appear if this field has not been populated. Please check with the institution to determine what the appropriate chartfield is to use with cash advances. To make changes to Chartfields, contact the Expense Supervisor. Once the travel has occurred which was funded by a cash advance, the employee should submit an expense report to close the cash advance. See business process EX.020.108 Applying a Cash Advance to an Expense Report for instructions on how to apply a cash advance to an expense report.
Security Role	**BOR_EX_CASH_ADV**
Dependencies/ Constraints	A travel authorization should be created first.
Additional Information	Cash Advances are not used by all institutions.

Procedure

Below are instructions on how to create a cash advance for an upcoming business trip.

Step	Action
1.	*Note: Neither the traveler nor any approvers can update the chartfields on a cash advance transaction. In this way, Cash Advances differ from Expense Reports and Travel Authorizations where the ChartFields per expense item can be specified on the transaction itself.* **Decision:** Please make a selection from the options listed below. • If the Fund Code is populated on the User Profile, view this path to create a cash advance, continue with the steps below. • If the Fund Code is not populated on the User Profile view this path to see how to make this correction before creating a cash advance. Go to step **Error! Reference source not found.** on page 5 • Alternatively, If the Fund Code is not populated on the User Profile, contact the Expense Supervisor so that they may make the necessary changes prior to continuing with creating a Cash Advance.
2.	Click the **NavBa**r icon.
3.	Click the **Menu** link.
4.	Click the **Employee Self-Service** link.
5.	Click the **Travel and Expenses** link.
6.	Click the **Cash Advance** link.
7.	Click the **Create/Modify** link.
8.	The page should open on the **Add a New Value** tab since a new cash advance is being created.
9.	The Empl ID should automatically populate in this field. However, for employees that are delegates for other users, make sure to select the correct Empl ID from the look-up button or type the correct Empl ID in the field.
10.	Click the **Add** button.
11.	Click the **Business Purpose** drop down list.
12.	Click the **Attend Conference** list item.
13.	Enter the event in the **Advance Description** field. Ex) "**GA Summit - Augusta**"

Step	Action
14.	Enter the business purpose in the **Notes** field. Ex) "**Presenting a session on 10/15/24**" The **Notes** field is optional, but it can be used to provide additional information.
15.	Select **Add Note**, and then select **OK** at the bottom of the box to save the note.
16.	Click the **Source** list.
17.	Click the **Employee Advnce EFT Payments** list item, or another method to receive the payment of this cash advance.
18.	Enter the specifics in the **Description** field. Ex) "**2 night lodging, meals, mileage**"
19.	Enter the amount, for example "**580,**" in the **Amount** field.
20.	Notice that the Advance Amount has been updated with the correct total.
21.	Either save the transaction for later, or if the transaction is ready for approval, select that option.
22.	Click the **Submit Cash Advance** button.
23.	Click the **OK** button.
24.	Note the Advance ID that was automatically assigned to the transaction. This will be helpful in identifying this cash advance at a future time.
25.	**IMPORTANT:** If the cash advance transaction is approved, remember to apply this cash advance amount to an expense report after the trip. See Business Process EX.020.108 for instructions on this topic.
	If the Fund Code is not populated on the User Profile view, follow these steps to make this correction before creating a cash advance.
26.	Click the **Employee Self-Service** link.
27.	Click the **Cash Advance** link.
28.	Click the **Create** link.
29.	The page should open on the **Add a New Value** tab since a new cash advance is being created.
30.	The Empl ID should automatically populate in this field. However, for employees that are delegates for other users, make sure to select the correct Empl ID from the look-up button or type the correct Empl ID in the field.
31.	Click the **Add** button.

Step	Action
32.	When a cash advance is crated, there is not an opportunity to specify a particular ChartField for the transaction. The system automatically uses the ChartField that is populated in the User Profile. At a minimum, the Fund Code must be populated in the User Profile before creating a cash advance. This warning message will appear if a Fund Code isn't listed in the User Profile. Click the **OK** button and navigate to the User Profile > Organizational Data tab to add a Fund Code.
33.	Click the **OK** button.
34.	Please check with the institution to see if there are specific requirements for what ChartFields should be used for cash advances. Once cash advances are submitted, an approver does not have the option to adjust the ChartFields. The system will automatically use the ChartFields that are set on this page.
35.	Enter "**10500**" in the **Fund** field. Remember to check with the institution to see what the correct number is for this field.
36.	If required by the institution, also populate the Program and Class fields. This example does not use the **Program** and **Class** fields.
37.	Navigate to the bottom of the page.
38.	Click the **Save** button.
39.	Click the **Home** link. Go to step **Error! Reference source not found.** on page 2
40.	Click the **User Defaults** link to open a new window to review/update the default ChartFields in the User Profile.
41.	The new window automatically opens to the **User Defaults** tab. Click the **Organizational Data** tab to review the ChartFields.
42.	CAUTION: Please check with the institution before submitting a cash advance to determine what ChartFields should be used. For this example, let's add a program and a class, however, this may not be required at the institution.
43.	Enter "**16300**" in the **Program** field.
44.	Enter "**11000**" in the **Class** field.
45.	Click the scrollbar to navigate to the bottom of the page.
46.	Click the **Save** button.

Step	Action
47.	Click the **X** at the top of the page of the User Profile to close this second window.
48.	This should then display the original cash advance window before the **User Defaults** link was clicked. ***Note***: *Before the changes made to the ChartField will take effect, make sure to return **Home** and reopen a new cash advance transaction.*
49.	Click the **Home** link.
50.	Click the **Employee Self-Service** link.
51.	Click the **Cash Advance** link.
52.	Click the **Create** link.
53.	Click the **Add** button. Go to step **Error! Reference source not found.** on page 3