

EX.020.117 - WITHDRAWING A CASH ADVANCE

Purpose	To withdraw a Cash Advance
Description	The Travel & Expense module allows users to withdraw Cash Advances previously submitted as long as no approval action has been taken. Withdrawing a Cash Advance removes it from the approvers Worklist and returns it to Pending status so it may be edited or deleted.
Security Role	BOR_ EX_CASH_ADV
Assumptions	None
Dependencies/ Constraints	Cash Advance is in Submitted for Approval Status.
Additional Information	None

Procedure

Below are step by step instructions on how to withdraw an expense report.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Employee Self-Service link.
4.	Click the Travel and Expenses link.
5.	Click the Cash Advances link.
6.	Click the View link. The system navigates to the Cash Advance Search Criteria page.
7.	Enter or search for the Advance ID . <i>Note: To view all available Cash Advances, leave Search Criteria blank.</i>
8.	Click the Search button. The system generates search results based on Search Criteria entered in the step above.
9.	The system navigates to the View Cash Advance Summary page. Confirm the Cash Advance is in Submitted for Approval Status and the Withdraw Cash Advance button is available.
10.	Click the Withdraw Cash Advance button.
11.	Verify the withdrawal process is complete by viewing the red text under the traveler's name that reads: "Your Cash Advance (Cash Advance ID XXXXXXXXXXXX) has been withdrawn from the approver's queue."
12.	If users would like to edit this particular Cash Advance after it is withdrawn, see EX.020.051 Modifying a Cash Advance .