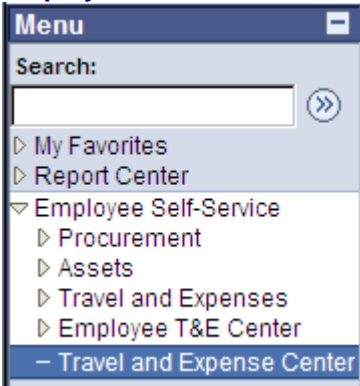
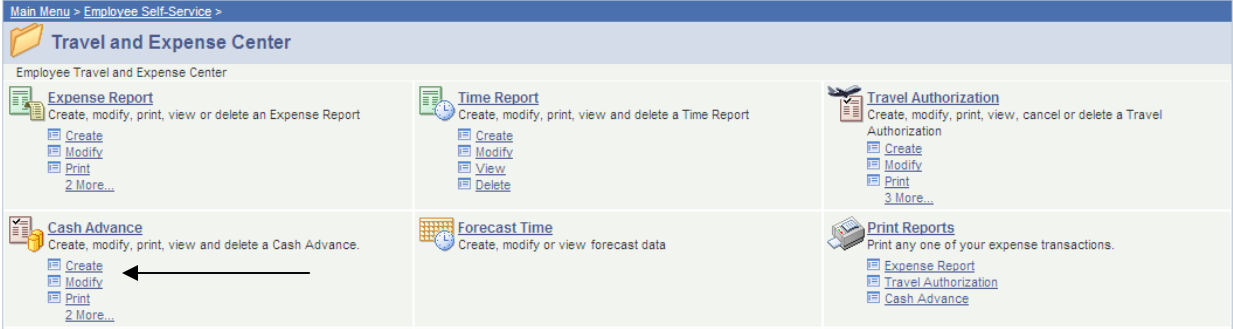
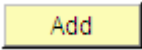

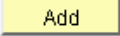


## Creating Cash Advance

	<p>Cash advances are available only to those employees that do not have a University Corporate Card</p>
<p>1.</p>	<p>Begin by navigating to the <b>Cash Advance Entry</b> page.</p> <p><b>Employee Self Service → Travel and Expense Center</b></p> 
<p>2.</p>	<p>Click <b>Create</b> under <b>Expense Report</b> in the Main Page</p> 
<p>3.</p>	<p>A search box appears. Enter the correct employee id into the <b>EmplID</b> field and click </p> <p><b>Cash Advance</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>EmplID: <input type="text" value="19955668"/> </p> <p></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>

4. The **Cash Advance** page opens



**Travel & Expenses - Cash Advance Report**  
**Create Cash Advance Report**


Jayne Krause [User Defaults](#) **Advance ID:** NEXT

**General Information**

\*Description:  **Comment:**

\*Business Purpose:  **Reference:**

[Import ATM Advances](#)  

**Details** Customize | Find |  First 1 of 1 Last

*Source	Description	*Amount	Currency		
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

**Advance Amount:** 0.00 USD



5. Enter the following information under 'General Information':

- Description – the city and state travelling to
- Business Purpose – select a value
- Comment – explain the reason for the cash advance and include the date of the travel for which the advance is being requested

**General Information**

\*Description:  **Comment:**

\*Business Purpose:  **Reference:**

[Import ATM Advances](#)  

6. Enter the following information under 'Details'
- Source – select the appropriate source
    - To select Imprest, the advance must be under \$2,000, not more than 2 weeks prior to departure unless extenuating circumstances and the check gets picked up at the Bursars' Office.
    - A System check is issued during the next expense pay cycle Mondays and it is mailed to the employee's home address so it must be requested more than 2 weeks in advance.
  - Description – short description, include city and state
  - Amount – the amount of the cash advance

Details				Customize	Find	First	1 of 1	Last
*Source	Description	*Amount	Currency					
Imprest Advance	Travel to Tampa, FL	2000.00	USD					

7. When finished, click Save for Later

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

Jayne Krause [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description: Tampa, FL      Comment: 5/29/09 NACUBO conference



\*Business Purpose: Conference      Reference:

[Import ATM Advances](#)

Details				Customize	Find	First	1 of 1	Last
*Source	Description	*Amount	Currency					
Imprest Advance	travel to Tampa, FL	2000.00	USD					

Totals	
Advance Amount:	0.00 USD
<a href="#">Update Totals</a>	

[Save For Later](#)      [Submit](#)

<p>8.</p>	<p>You will receive a Cash Advance ID</p> <p><b>Travel &amp; Expenses - Cash Advance Report</b></p> <p><b>Modify Cash Advance Report</b></p> <p>Jayne Krause <a href="#">User Defaults</a> Advance ID: 0000000014</p> <p><b>General Information</b></p> <p>*Description: Tampa, FL Comment: 5/29/09 NACUBO conference</p> <p>*Business Purpose: Conference Reference:</p> <p><a href="#">Import ATM Advances</a> </p> <p><b>Details</b> Customize   Find   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Source</th> <th>Description</th> <th>*Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Imprest Advance</td> <td>travel to Tampa, FL</td> <td>2,000.00</td> <td>USD</td> </tr> </tbody> </table> <p><b>Totals</b></p> <p>Advance Amount: 2,000.00 USD</p> <p><a href="#">Update Totals</a></p> <p><a href="#">Save For Later</a> <a href="#">Submit</a></p>	*Source	Description	*Amount	Currency	Imprest Advance	travel to Tampa, FL	2,000.00	USD
*Source	Description	*Amount	Currency						
Imprest Advance	travel to Tampa, FL	2,000.00	USD						
<p>9.</p>	<p>Click the Printer icon, , to print the Cash Advance request.</p>								
<p>10.</p>	<p><b>NOTE:</b> Do not submit the cash advance until the Cash Advance request, Pre-Travel Authorization and Travel Advance Request is signed and ready to be sent to the Controller's Office. The three documents and a printout of the On-line Travel Advance need to be brought to the Controller's Office for approval before an advance can be issued.</p>								

11. Once you have satisfied Step 10, you need to submit the cash advance; navigate to **Employee Self Service → Travel and Expense Center → Cash Advance → Create**

Click on 'Find Existing Value'  
Enter the Advance ID or click Search for a list of unsubmitted Cash Advances

**Cash Advance**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**   **Add a New Value**

**Search by:**  begins with

**Search**   [Advanced Search](#)

**Search Results**

View All First ◀ 1-3 of 3 ▶ Last

Advance ID	Advance Description	Name	EmpID	Advance Status	Creation Date
<a href="#">0000000048</a>	Tampa, FL	Krause, Jayne W	10024771	Pending	05/15/2009
<a href="#">0000000046</a>	Tampa, FL	Krause, Jayne W	10024771	Pending	05/13/2009
<a href="#">0000000007</a>	Orlando	Krause, Jayne W	10024771	Pending	03/06/2009

Click on the Advance ID you want to submit

12.

Click Submit

Travel & Expenses - Cash Advance Report

Modify Cash Advance Report

Jayne Krause

[User Defaults](#)

Advance ID:

0000000014

General Information

*Description:	<input type="text" value="Tampa, FL"/>	Comment:	<input type="text" value="5/29/09 NACUBO conference"/>
*Business Purpose:	<input type="text" value="Conference"/>	Reference:	<input type="text"/>
Status:	Pending	Post State:	Not Applied
Accounting Date:	05/21/2009	Last Updated:	05/21/2009 By: APROPER

[Import ATM Advances](#)

Details

*Source	Description	*Amount	Currency
Imprest Advance	travel to Tampa, FL	2,000.00	USD

Totals

Advance Amount: 2,000.00 USD

[Update Totals](#)

[Save For Later](#)

[Submit](#)

13.

At the confirmation page, verify the amount and click **OK**

Travel & Expenses - Cash Advance Report

Submit Confirmation

Jayne Krause

Advance ID:

0000000014

Totals

Advance Amount: 2,000.00 USD



Click OK to submit, or click Cancel to return to the cash advance without submitting.

[OK](#)

[Cancel](#)

<p>14.</p>	<p>The cash advance is in workflow to be authorized. You cannot make changes to it unless it is sent back in workflow.</p> <p><a href="#">Travel &amp; Expenses - Cash Advance Report</a></p> <p><b>View Cash Advance Report</b></p> <p>Jayne Krause <a href="#">User Defaults</a> Advance ID: 0000000014</p> <div style="border: 1px solid #000; padding: 5px;"> <p><b>General Information</b></p> <table border="0"> <tr> <td>Description:</td> <td>Tampa, Fl</td> <td>Comment:</td> <td>5/29/09 NACUBO conference</td> </tr> <tr> <td>Business Purpose:</td> <td>Conference</td> <td>Reference:</td> <td></td> </tr> <tr> <td>Status:</td> <td>Submission in Process</td> <td>Post State:</td> <td>Not Applied</td> </tr> <tr> <td>Accounting Date:</td> <td>05/21/2009</td> <td>Last Updated:</td> <td>05/21/2009 By: APROPER</td> </tr> </table> </div> <div style="border: 1px solid #000; padding: 5px; margin-top: 5px;"> <p><b>Details</b> <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <span>First 1 of 1 Last</span></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">*Source</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">*Amount</th> <th style="width: 15%;">Currency</th> </tr> </thead> <tbody> <tr> <td>Imprest Advance</td> <td>travel to Tampa, FL</td> <td style="text-align: right;">2,000.00</td> <td>USD</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #000; padding: 5px; margin-top: 5px;"> <p><b>Totals</b></p> <table border="0" style="width: 100%;"> <tr> <td>Advance Amount:</td> <td style="text-align: right;">2,000.00 USD</td> <td>Report Balance</td> <td></td> </tr> <tr> <td>Applied To Expense Reports:</td> <td style="text-align: right;">0.00 USD</td> <td>Due Company:</td> <td style="text-align: right;">2,000.00 USD</td> </tr> <tr> <td>Payments Received:</td> <td style="text-align: right;">0.00 USD</td> <td></td> <td></td> </tr> </table> </div> <p style="margin-top: 5px;"> <a href="#">Return to Search</a> <a href="#">Notify</a> </p>	Description:	Tampa, Fl	Comment:	5/29/09 NACUBO conference	Business Purpose:	Conference	Reference:		Status:	Submission in Process	Post State:	Not Applied	Accounting Date:	05/21/2009	Last Updated:	05/21/2009 By: APROPER	*Source	Description	*Amount	Currency	Imprest Advance	travel to Tampa, FL	2,000.00	USD	Advance Amount:	2,000.00 USD	Report Balance		Applied To Expense Reports:	0.00 USD	Due Company:	2,000.00 USD	Payments Received:	0.00 USD		
Description:	Tampa, Fl	Comment:	5/29/09 NACUBO conference																																		
Business Purpose:	Conference	Reference:																																			
Status:	Submission in Process	Post State:	Not Applied																																		
Accounting Date:	05/21/2009	Last Updated:	05/21/2009 By: APROPER																																		
*Source	Description	*Amount	Currency																																		
Imprest Advance	travel to Tampa, FL	2,000.00	USD																																		
Advance Amount:	2,000.00 USD	Report Balance																																			
Applied To Expense Reports:	0.00 USD	Due Company:	2,000.00 USD																																		
Payments Received:	0.00 USD																																				
<p>15.</p>	<p><b>End of Procedure.</b></p>																																				

