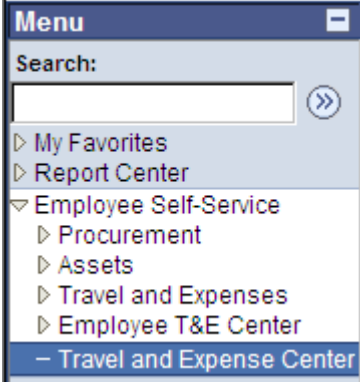
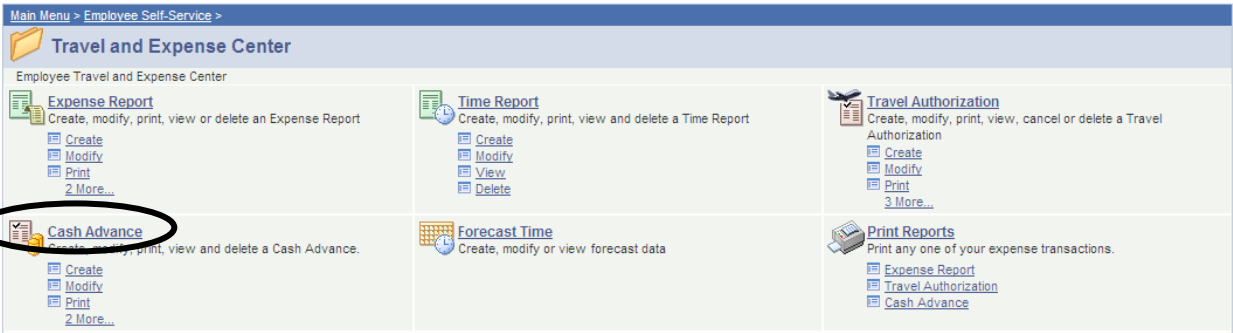



Viewing Cash Advances

<p>➤</p>	<p>Begin by navigating to the Cash Advance page.</p> <p>Employee Self Service → Travel and Expense Center</p> 
<p>➤</p>	<p>Click Cash Advance in the Main Page</p> 
<p>1.</p>	<p>Click the View link.</p> 

<p>2.</p>	<p>Enter the cash advance id and click Search. Click 'Advanced Search' to search by employee id or name.</p> <p>Cash Advance Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <hr/> <p>Search by: <input type="text" value="Advance ID"/> begins with <input type="text" value="0000000044"/></p> <p>Search Advanced Search</p>																																																						
<p>3.</p>	<p>Travel & Expenses - Cash Advance Report View Cash Advance Report</p> <p>Jayne Krause User Defaults Advance ID: 0000000044</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>General Information</p> <table border="0"> <tr> <td>Description:</td> <td>Anaheim, CA</td> <td>Comment:</td> <td><input type="text"/></td> </tr> <tr> <td>Business Purpose:</td> <td>Conference</td> <td>Reference:</td> <td>PRETRIP</td> </tr> <tr> <td>Status:</td> <td>Submitted for Approval</td> <td>Post State:</td> <td>Not Applied</td> </tr> <tr> <td>Accounting Date:</td> <td>05/13/2009</td> <td>Last Updated:</td> <td>05/13/2009 By: APROPER</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Details Customize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Source</th> <th>Description</th> <th>*Amount</th> <th>Currency</th> <th>Apply Tax</th> </tr> </thead> <tbody> <tr> <td>System Check</td> <td></td> <td style="text-align: right;">450.00</td> <td>USD</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Totals</p> <table border="0" style="width: 100%;"> <tr> <td>Advance Amount:</td> <td style="text-align: right;">450.00 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;">450.00 USD</td> </tr> <tr> <td>Payments Received:</td> <td style="text-align: right;">0.00 USD</td> <td></td> <td></td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Pending Actions Customize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Profile</th> <th>Name</th> <th>Action</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Prepay Auditor</td> <td>(Pooled)</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Action History Customize Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Profile</th> <th>Name</th> <th>Action</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td></td> <td>Obrien,Patricia Roper</td> <td>Submitted</td> <td>05/13/2009 3:12:43PM</td> </tr> </tbody> </table> </div> <p>Return to Search Notify</p>	Description:	Anaheim, CA	Comment:	<input type="text"/>	Business Purpose:	Conference	Reference:	PRETRIP	Status:	Submitted for Approval	Post State:	Not Applied	Accounting Date:	05/13/2009	Last Updated:	05/13/2009 By: APROPER	*Source	Description	*Amount	Currency	Apply Tax	System Check		450.00	USD	<input type="checkbox"/>	Advance Amount:	450.00 USD	Report Balance		Applied To Expense Reports:	0.00 USD	Due Company:	450.00 USD	Payments Received:	0.00 USD			Profile	Name	Action	Date/Time	Prepay Auditor	(Pooled)			Profile	Name	Action	Date/Time		Obrien,Patricia Roper	Submitted	05/13/2009 3:12:43PM
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