



# Business Process Document

## PS FIN Travel Expenses: Creating Cash Advances

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<b>Department</b>	
<b>Responsibility/Role</b>	
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<b>Status</b>	

### Creating Cash Advances

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

# Business Process Document

## PS FIN Travel Expenses: Creating Cash Advances

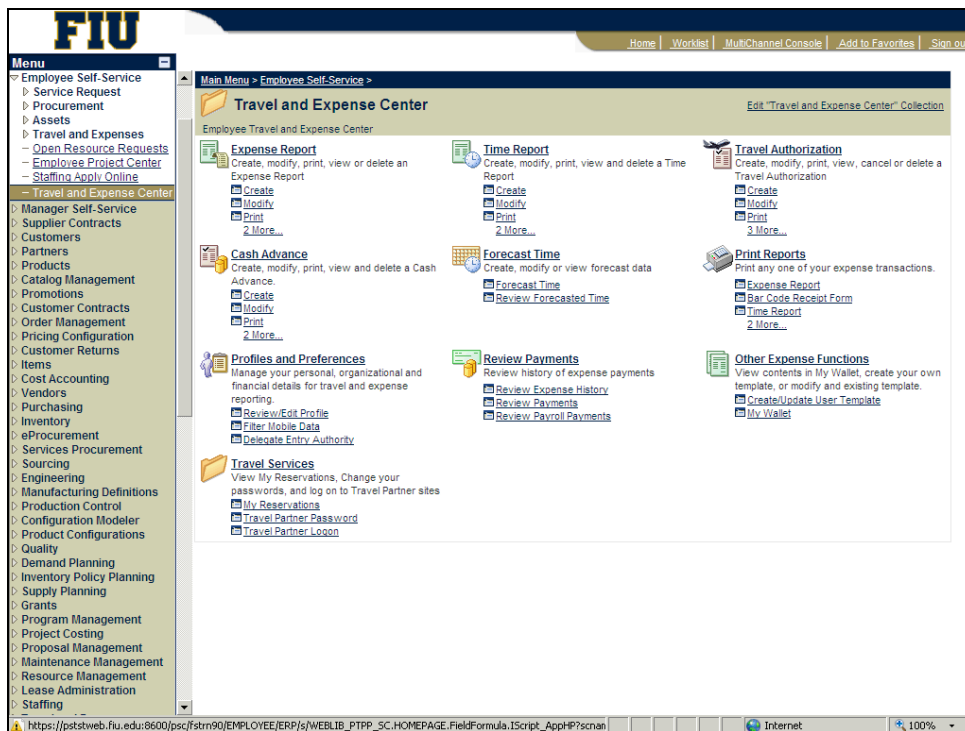


### Procedure

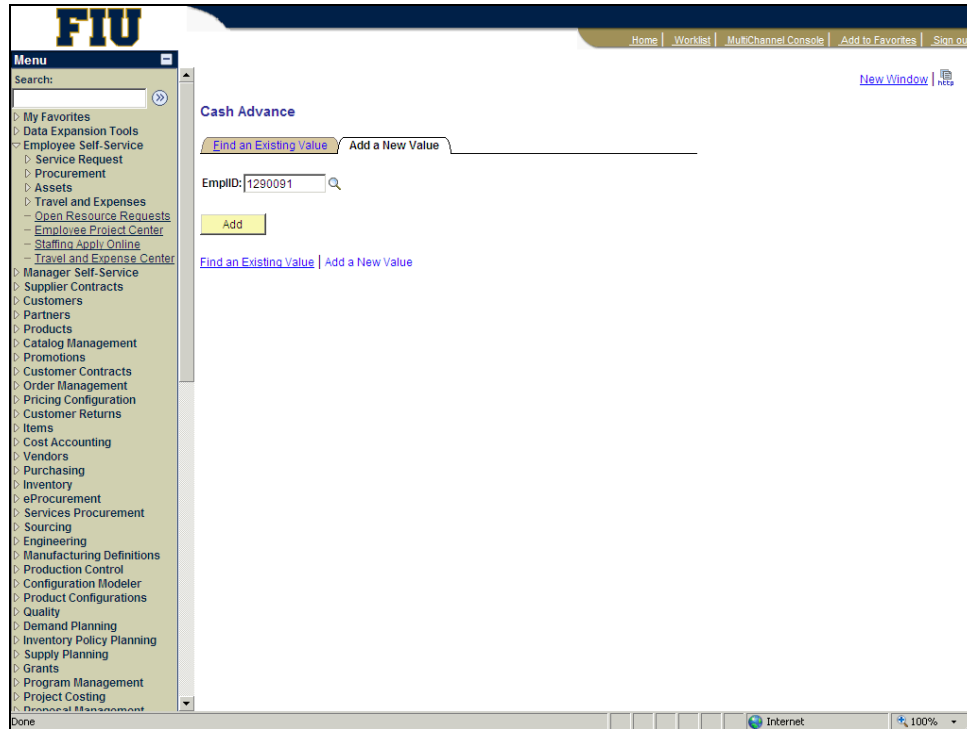
In this topic, you are going to an offsite conference and you want to Create a Cash Advance.

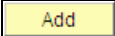
**Note:** Before creating a cash advance, make sure you create a TAR.

Step	Action
1.	Click on the <b>Employee Self- Service</b> link.
2.	Click on the <b>Travel and Expense Center</b> link



Step	Action
3.	Click the <b>Cash Advance</b> link. <a href="#">Cash Advance</a>
4.	Click the <b>Create</b> link. <a href="#">Create</a>



Step	Action
5.	Click the <b>Add</b> button. <div style="text-align: center; margin-top: 5px;">  </div>

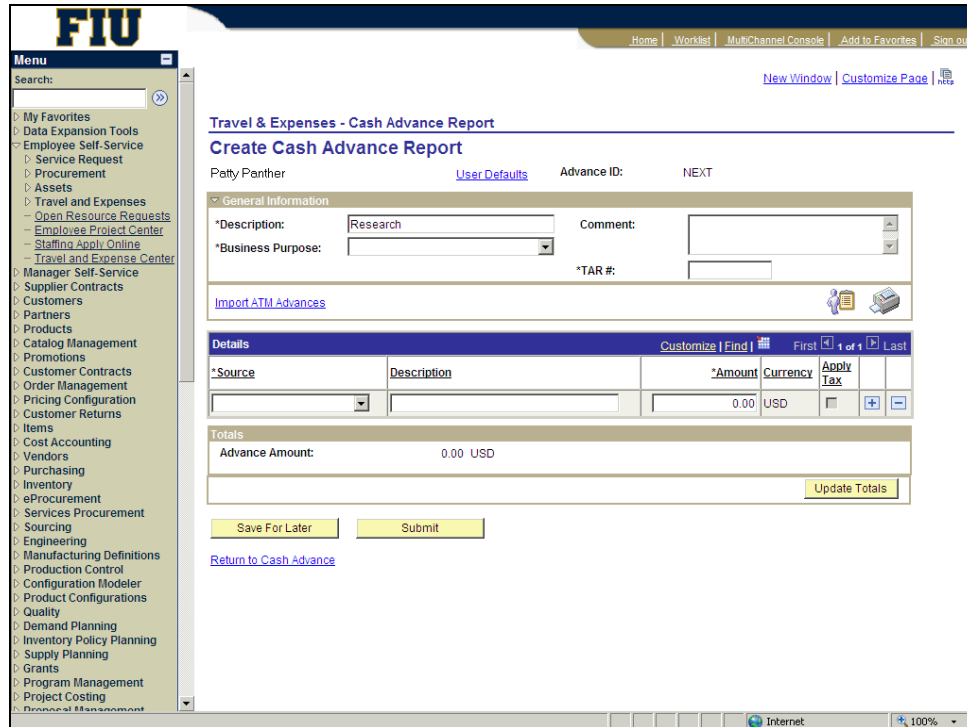
# Business Process Document

## PS FIN Travel Expenses: Creating Cash Advances



The screenshot shows the 'Travel & Expenses - Cash Advance Report' page in the FIU system. The page title is 'Create Cash Advance Report'. The user is identified as 'Patty Panther' with 'User Defaults' and 'Advance ID: NEXT'. The 'General Information' section includes fields for 'Description', 'Business Purpose', 'Comment', and 'TAR #'. There is an 'Import ATM Advances' button. Below this is a 'Details' table with columns for 'Source', 'Description', 'Amount', 'Currency', and 'Apply Tax'. The table currently shows one row with '0.00' in the 'Amount' column and 'USD' in the 'Currency' column. A 'Totals' section shows 'Advance Amount: 0.00 USD'. At the bottom, there are 'Save For Later' and 'Submit' buttons, and a 'Return to Cash Advance' link.

Step	Action
6.	Click in the <b>Description</b> field. <input type="text"/>



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

Petty Panther [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  \*TAR #:

[Import ATM Advances](#)

*Source	Description	*Amount	Currency	Apply Tax
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>

**Totals**  
 Advance Amount: 0.00 USD

[Return to Cash Advance](#)

Step	Action
7.	Click the <b>Business Purpose</b> list item. <input type="text"/>

**FIU** Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search:  [New Window](#) | [Customize Page](#) |

**Menu**

- My Favorites
- Data Expansion Tools
- Employee Self-Service
  - Service Request
  - Procurement
  - Assets
  - Travel and Expenses
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- Promotions
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- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Financial Statement

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

Party: Panther [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  \*TAR #:

[Import ATM Advances](#)

**Details** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Source	Description	Amount	Currency	Apply Tax
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount: 0.00 USD

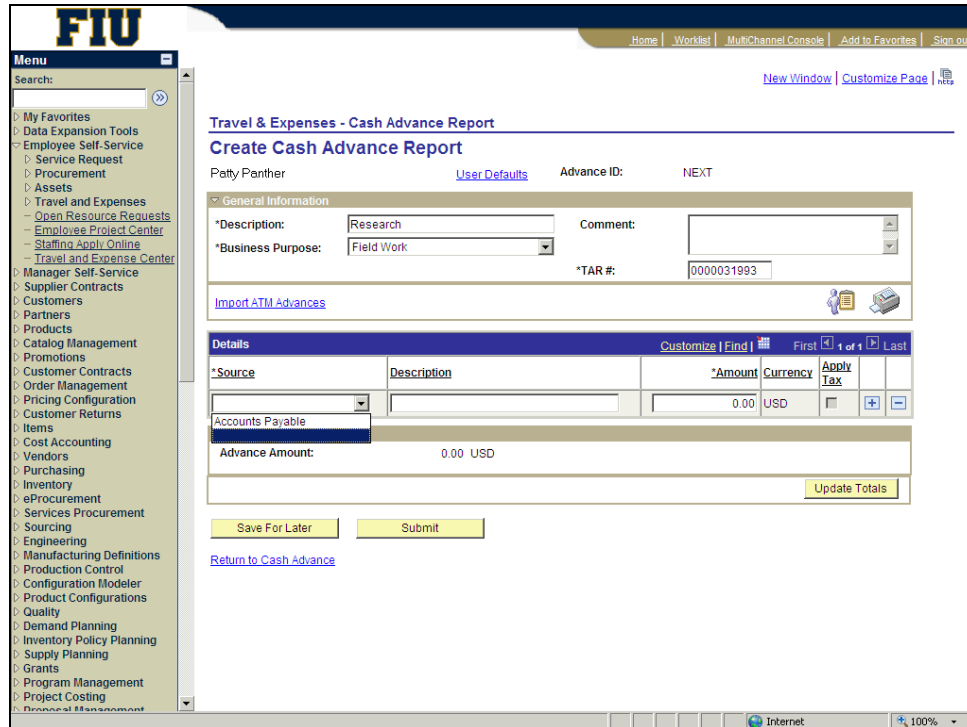
[Update Totals](#)

[Save For Later](#) [Submit](#)

[Return to Cash Advance](#)

Internet 100%

Step	Action
8.	Enter the TAR # for which you are requesting a cash advance. Enter the desired information into the <b>TAR #</b> field. Enter "000031993".
9.	Click the <b>Source</b> list. <input type="text"/>



**FIU** Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

Petty Panther [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  \*TAR #:

[Import ATM Advances](#)

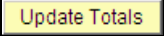
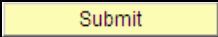
*Source	Description	*Amount	Currency	Apply Tax
<input type="text" value="Accounts Payable"/>		0.00	USD	<input type="checkbox"/>
<b>Advance Amount:</b>		0.00	USD	

[Update Totals](#)

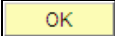
[Return to Cash Advance](#)

Step	Action
10.	Click the <b>Accounts Payable</b> list item.
	<input type="text" value="Accounts Payable"/>

The screenshot shows a web application interface for creating a cash advance report. The page title is "Travel & Expenses - Cash Advance Report" and the sub-header is "Create Cash Advance Report". The user is identified as "Petty Panther" with "User Defaults" and "Advance ID: NEXT". The form includes a "General Information" section with fields for Description (set to "Research"), Business Purpose (set to "Field Work"), and TAR # (0000031993). Below this is a table with columns for Source, Description, Amount, Currency, and Apply Tax. The Amount field is currently set to 0.00 USD. A "Totals" section shows an "Advance Amount" of 0.00 USD. At the bottom, there are buttons for "Save For Later", "Submit", and "Update Totals".

Step	Action
11.	Enter the desired information into the <b>Description</b> field. Enter " <b>Research</b> ".
12.	Enter the desired information into the <b>Amount</b> field. Enter " <b>200.</b> ".
13.	Click the <b>Update Totals</b> button. 
14.	Click the <b>Submit</b> button. Expenses will send the cash advance for payment processing or forward to an approver's queue. Or you can click on the <b>Save For Later</b> button. 



Step	Action
15.	Click the <b>OK</b> button. 

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## PS FIN Travel Expenses: Creating Cash Advances



**FIU** Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search:  [New Window](#) | [Customize Page](#) |

**Menu**

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  - Pricing Configuration
  - Customer Returns
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- Vendors
  - Purchasing
  - Inventory
  - eProcurement
  - Services Procurement
  - Sourcing
  - Engineering
  - Manufacturing Definitions
  - Production Control
  - Configuration Modeler
  - Product Configurations
  - Quality
  - Demand Planning
  - Inventory Policy Planning
  - Supply Planning
  - Grants
  - Program Management
  - Project Costing
  - Financial Statement

**Travel & Expenses - Cash Advance Report**

**View Cash Advance Report**

Patly Panther [User Defaults](#) Advance ID: 000002042

**General Information**

Description: Research Comment:

Business Purpose: Field Work

Status: Submission in Process TAR #: 0000031993

Accounting Date: 03/30/2009 Post State: Not Applied

Last Updated: 03/30/2009 By: 1290091

**Details** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Source	Description	Amount	Currency	Apply Tax
Accounts Payable	Research	200.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount:	200.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	200.00 USD
Payments Received:	0.00 USD		

[Return to Search](#) [Notify](#)

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Step	Action
16.	Click the <b>Home</b> link. 
17.	Congratulations. You have successfully Created a Cash Advance. <b>End of Procedure.</b>