



Business Process Document

PS FIN Travel Expenses: Deleting Cash Advances

Department	
Responsibility/Role	
File Name	Deleting Cash Advances_BUSPROC.doc
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Deleting Cash Advances

Trigger:

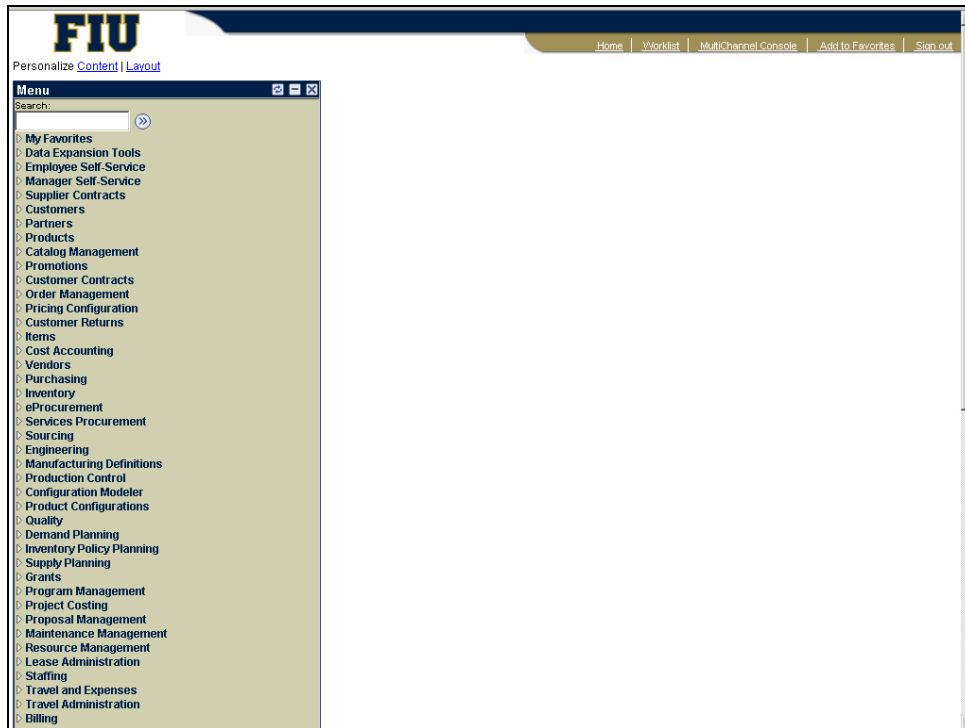
Required Field(s)	Comments

Output - Results	Comments

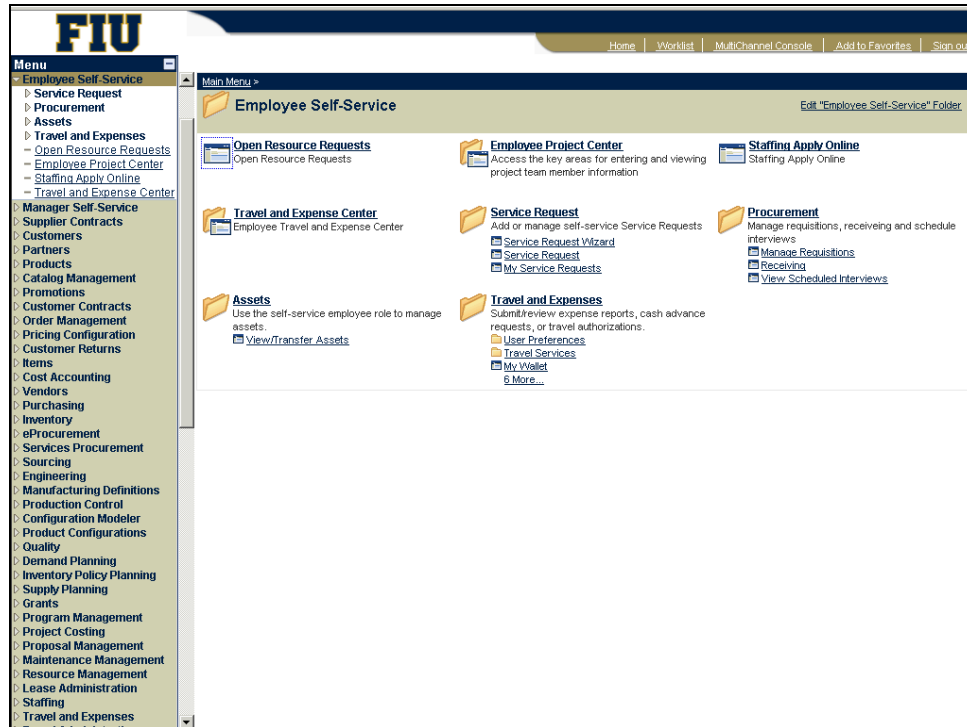
Additional Information




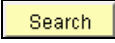
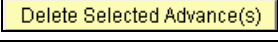

Procedure

Expenses allows you to delete a cash advance request providing that you have not submitted it for approval. You can also delete a cash advance request if it was submitted and denied.



Step	Action
1.	Click the Employee Self-Service link. Employee Self-Service




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2.	Click the Travel and Expense Center link. 
3.	Click the Cash Advance link. 
4.	Click the Delete link. 
5.	Click the Search button. The "EmplID" field will default to the employee ID of the logged in user. Click the search button to display all available un submitted cash advances that are assigned to the given employee ID. 
6.	Click the Check Box option. To select the particular Cash Advance request that you wish to delete. <input type="checkbox"/>
7.	Click the Delete Selected Advance(s) button. This will delete all of the selected Cash Advance requests. 
8.	Click the OK button. 

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Step	Action
9.	Click the Home link. 
10.	Congratulations. You have successfully deleted a Cash Advance. End of Procedure.