



# Business Process Document

## PS FIN Travel Expenses: Viewing Cash Advances

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Viewing Cash Advances_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Viewing Cash Advances

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

### Procedure

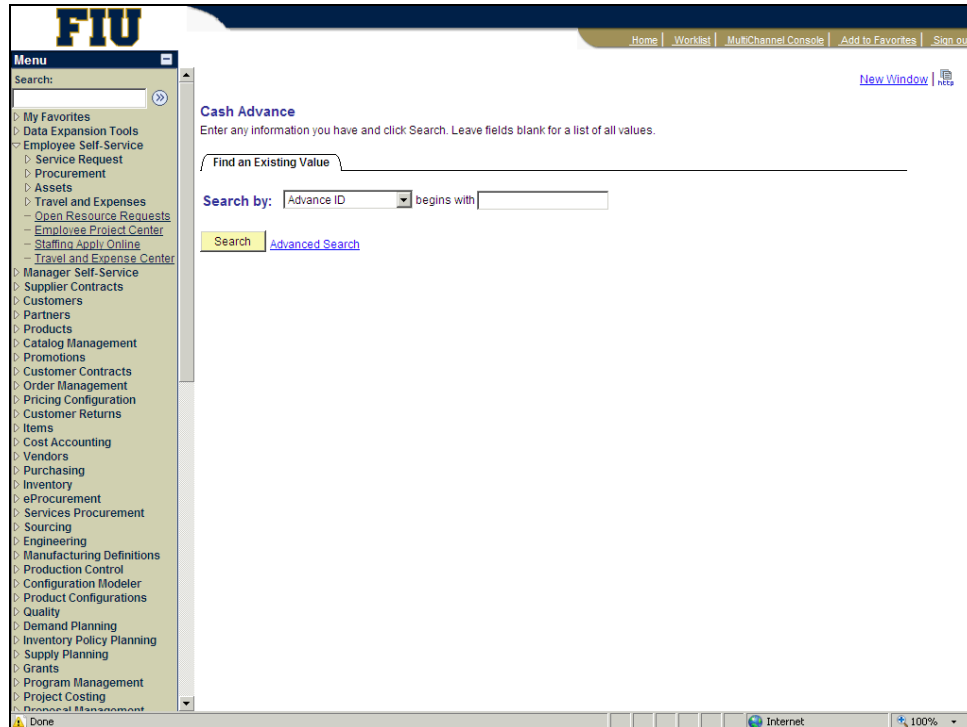
Use the View Cash Advance Report page to view cash advance requests that have already been submitted.

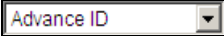
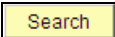
In this topic, you will view a cash advance.

Step	Action
1.	Click on the <b>Employee Self- Service</b> link.



Step	Action
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>
3.	Click the <b>Cash Advance</b> link. <a href="#">Cash Advance</a>
4.	Click on the <b>View</b> link.



Step	Action
5.	Click the <b>Search by</b> list. 
6.	You can search by any of the drop down values. In this example, we will search by the Advance ID (meaning, the Cash Advance ID number). Enter the desired information into the <b>begins with</b> field. Enter " <b>000002042</b> ".
7.	Click the <b>Search</b> button. 
8.	In this example, the Cash Advance was Submitted for Approval and is now awaiting to be approved by your supervisor.

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## PS FIN Travel Expenses: Viewing Cash Advances



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

**Travel & Expenses - Cash Advance Report**

**View Cash Advance Report**

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

**General Information**

Description: Research Comment:

Business Purpose: Field Work

Status: **Submitted for Approval** 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

**Pending Actions** [Customize](#) | [Find](#) | [First](#) | [1 of 2](#) | [Last](#)

Profile	Name	Action	Date/Time
HR Supervisor	Bush, George		
Prepay Auditor	(Pooled)		

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

Profile	Name	Action	Date/Time
	Panther, Patty	Submitted	03/30/2009 12:05:07PM

Step	Action
9.	Click the scrollbar.



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## PS FIN Travel Expenses: Viewing Cash Advances

The screenshot shows the FIU system interface for viewing a Cash Advance. The user is Petty Panther, and the advance ID is 000002042. The advance is for Research, with a business purpose of Field Work, and is in the 'Submitted for Approval' status. The accounting date is 03/30/2009. The details table shows an amount of 200.00 USD for Accounts Payable. The totals section shows an advance amount of 200.00 USD, with no payments received. The pending actions and action history sections show the user's profile and the submission action.

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

Profile	Name	Action	Date/Time
HR Supervisor	Bush, George		
Prepay Auditor	(Pooled)		

Profile	Name	Action	Date/Time
Panther, Patty		Submitted	03/30/2009 12:05:07PM

Step	Action
10.	Click the <b>Home</b> link. 
11.	Congratulations. You have successfully viewed a Cash Advance. <b>End of Procedure.</b>