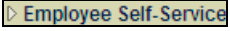
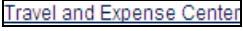
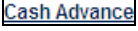

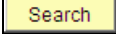
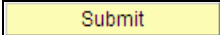
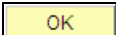



Modifying Cash Advances

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Cash Advance link. 
4.	Click the Modify link. 
5.	Enter the desired information into the begins with field. Enter a valid value e.g. " 000002043 ".
6.	Click the Search button. 
7.	Enter the desired information into the Amount field. Enter a valid value e.g. " 100. ".
8.	Click on the Update Totals button.
9.	Notice the amount changed to the newly requested amount.
10.	Click the Submit button. 
11.	Click the OK button. 
12.	Click the scrollbar.
13.	Click the Home link. 
14.	Congratulations. You have successfully modified a cash advance. End of Procedure.