



# Business Process Document

## PS FIN Travel Expenses: Modifying Cash Advances

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Modifying Cash Advances_BUSPROC.doc
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<b>Last Changed by</b>	
<b>Status</b>	

### Modifying Cash Advances

Trigger:

Required Field(s)	Comments

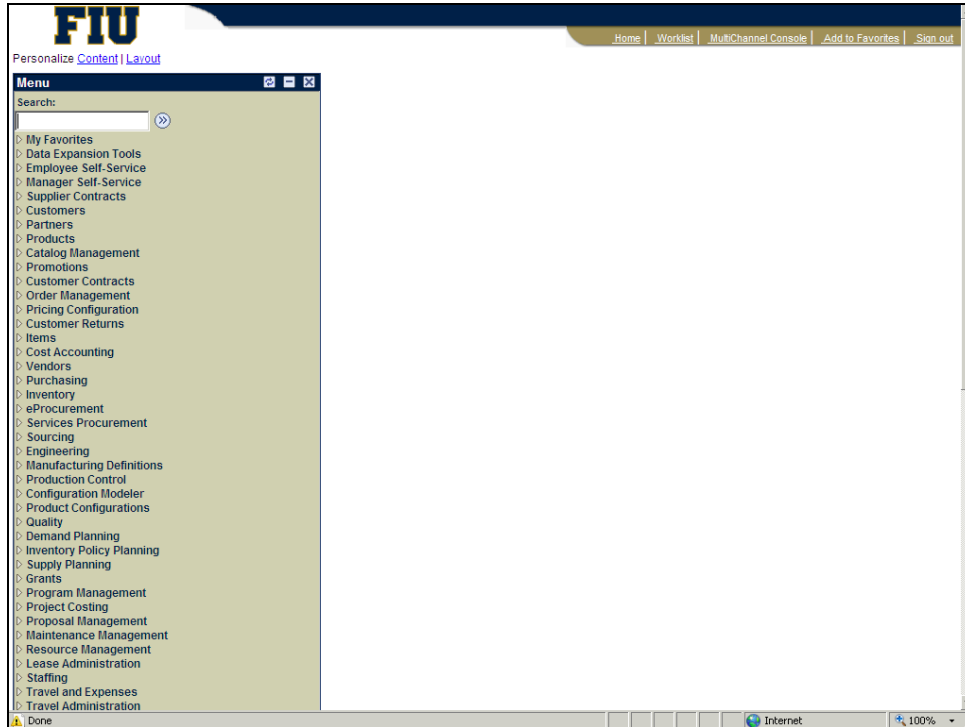
Output - Results	Comments

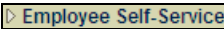
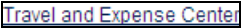


### Additional Information

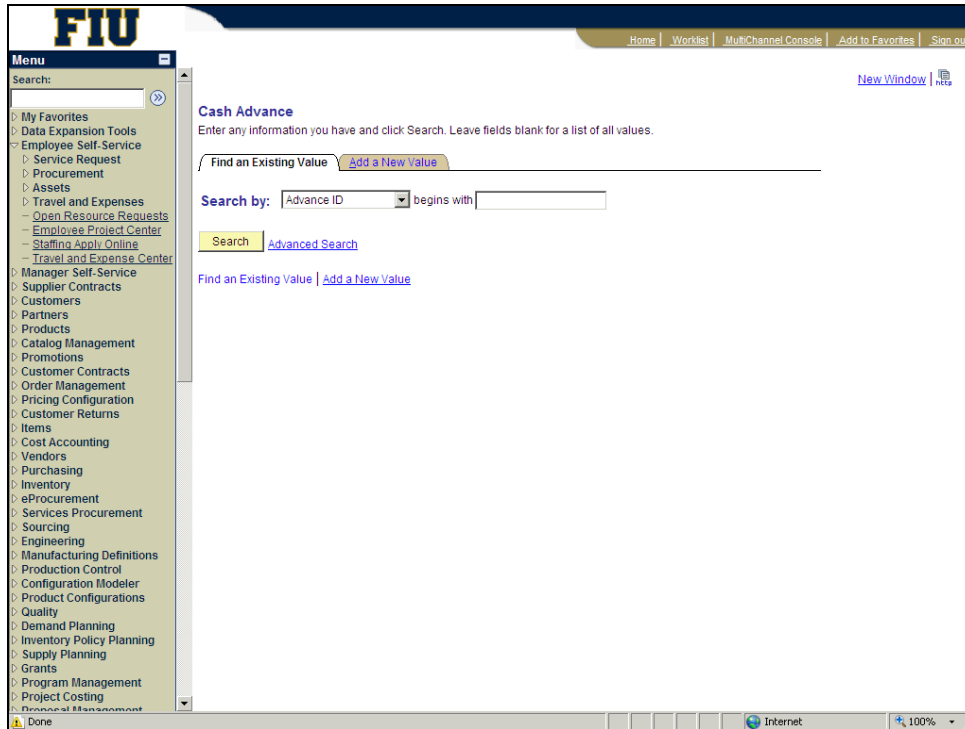
## Procedure

You can modify a cash advance if you have not submitted it for approval or if an approver sent it back for revision or correction.

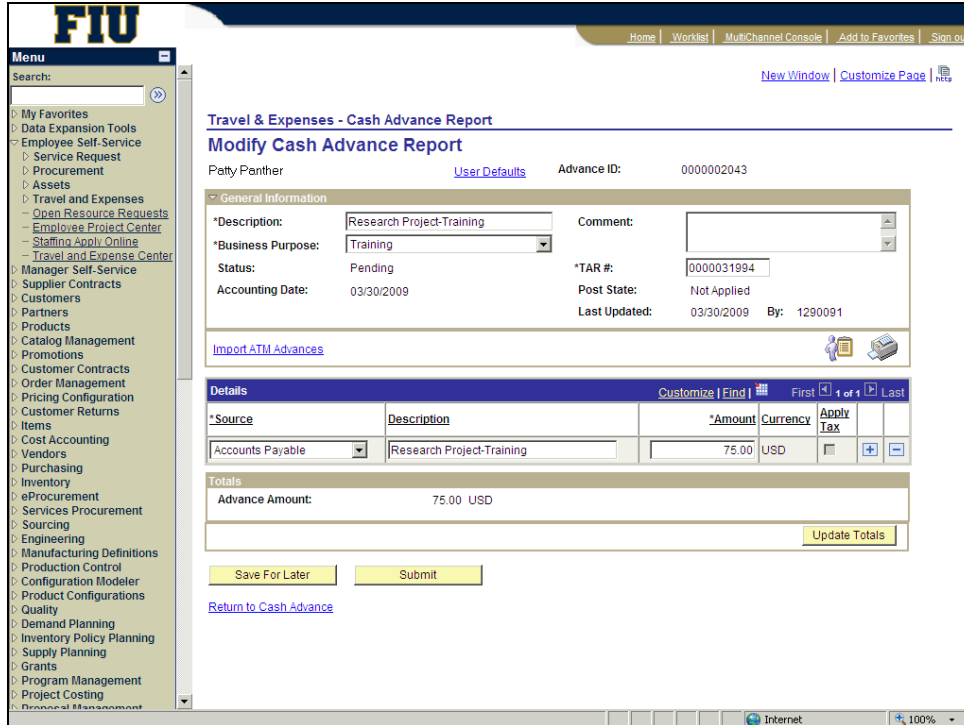
In this topic, a cash advance had been Saved for Later and you will modify the amount requested.



Step	Action
1.	Click the <b>Employee Self- Service</b> link. 
2.	Click the <b>Travel and Expense Center</b> link. 
3.	Click the <b>Cash Advance</b> link. 
4.	Click the <b>Modify</b> link. 



Step	Action
5.	Enter the desired information into the <b>begins with</b> field. Enter " <b>0000002043</b> ".
6.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



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

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

Petty Panther [User Defaults](#) Advance ID: 000002043

**General Information**

\*Description:  Comment:

\*Business Purpose:

Status:  \*TAR #:

Accounting Date:  Post State:

Last Updated:  By:

[Import ATM Advances](#)

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

*Source	Description	*Amount	Currency	Apply Tax
<input type="text" value="Accounts Payable"/>	<input type="text" value="Research Project-Training"/>	<input type="text" value="75.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>

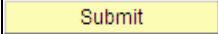
**Totals**

Advance Amount:  USD

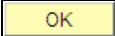
[Update Totals](#)

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

[Return to Cash Advance](#)

Step	Action
7.	Enter the desired information into the <b>Amount</b> field. Enter <b>"100."</b> .
8.	Click on the <b>Update Totals</b> button.
9.	Notice the amount changed to the newly requested amount.
10.	Click the <b>Submit</b> button. 



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

# Business Process Document

## PS FIN Travel Expenses: Modifying Cash Advances



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

Patty Panther [User Defaults](#) Advance ID: 000002043

**General Information**

Description: Research Project-Training Comment:

Business Purpose: Training

Status: Submitted for Approval TAR #: 0000031994

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 Project-Training	100.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount: 100.00 USD Report Balance

Applied To Expense Reports: 0.00 USD Due Company: 100.00 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 1:53:15PM

Internet 100%

Step	Action
12.	Click the scrollbar.
13.	Click the <b>Home</b> link. 
14.	Congratulations. You have successfully modified a cash advance. <b>End of Procedure.</b>