

## Preparing Cash Advances

In accordance with the policies in place on your campus, you may be eligible to request a cash advance for your upcoming business-related travel expenses. Please refer to your campus' cash advance policy (see the URLs below) before creating a cash advance.

**Hospital:** No cash advances allowed.

**Missouri S&T:** Cash advances for travel are processed on a limited basis to address unique circumstances. Refer to the BPM website ([http://www.umssystem.edu/ums/rules/bpm/bpm500/manual\\_506](http://www.umssystem.edu/ums/rules/bpm/bpm500/manual_506)) for specific cash advance policy information.

**MU:** ([http://accounting.missouri.edu/expense\\_advances.html](http://accounting.missouri.edu/expense_advances.html))

**UMKC:** (<http://www.umkc.edu/adminservices/accounting/resources.asp>)

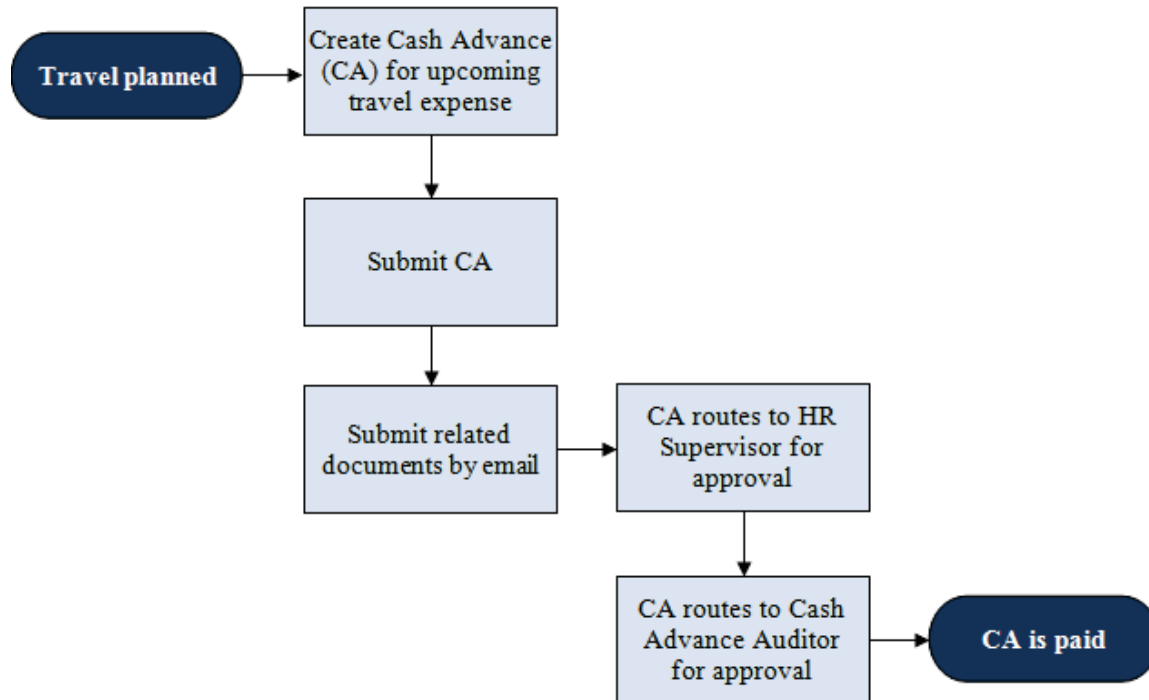
**UMSL:** (<http://www.umsl.edu/~finance/advinstr.htm>)

Upon completion of this lesson, you will be able to:

- Create a cash advance.
- View a cash advance.
- Modify a cash advance.
- Delete a cash advance.
- Print a cash advance.

The diagram below illustrates the workflow of a cash advance.

### Cash Advance Workflow



## Creating Cash Advances

A cash advance has several parts to complete before submitting it for approval. You can save cash advances for further work, or you can submit them for approval.

In this scenario, you are going on a trip to Sydney, Australia, to conduct research. Create a cash advance to be paid to you by direct deposit.

### Procedure




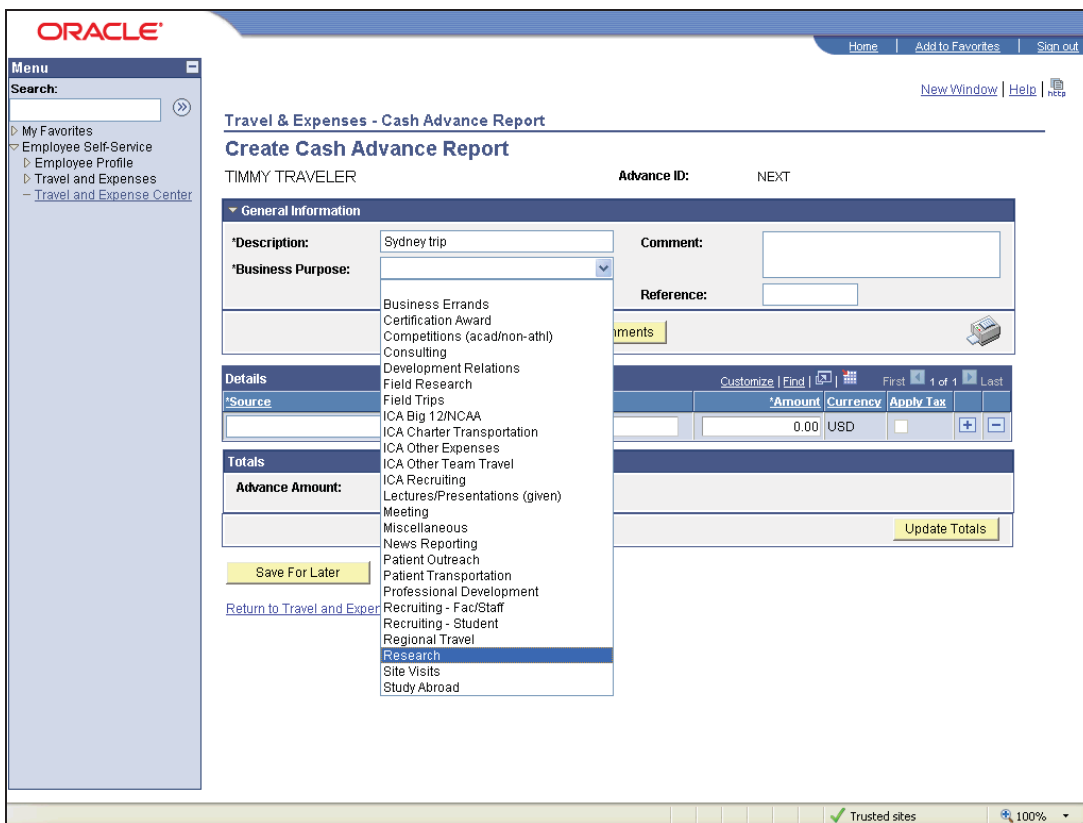
**Navigation:** Employee Self-Service > Travel and Expense Center > Cash Advance > Create

Step	Action
1.	<p>Use the <b>Create Cash Advance Report</b> page to create a cash advance request and submit it for approval or save it for further work.</p> <p><b>Note:</b> If you are someone's entry delegate, a <b>Cash Advance</b> page will display first. On this page, you will need to enter or select the Empl ID for the person you are preparing the cash advance for and then click the <b>Add</b> button. The <b>Create Cash Advance Report</b> page for the traveler you selected will then display.</p>

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

Step	Action
2.	<p>Enter a description to identify the cash advance. T&amp;E prepopulates this field if you have set up a report description on the <a href="#">Review/Edit Profile - User Defaults</a> page.</p> <p>Enter the desired information into the <b>*Description</b> field. For this training example, enter "<b>Sydney trip</b>".</p>
3.	<p>Use the <b>Business Purpose</b> field to select from a predefined list of purposes.</p> <p>Click the <b>*Business Purpose</b> list.</p> 



The screenshot shows the Oracle Travel & Expenses - Cash Advance Report interface. The page title is "Travel & Expenses - Cash Advance Report" and the sub-header is "Create Cash Advance Report". The user is identified as "TIMMY TRAVELER" and the "Advance ID" is "NEXT".


The "General Information" section includes:

- Description:** Sydney trip
- Business Purpose:** A dropdown menu is open, showing a list of options including Business Errands, Certification Award, Competitions (acad/non-ath), Consulting, Development Relations, Field Research, Field Trips, ICA Big 12/NCAA, ICA Charter Transportation, ICA Other Expenses, ICA Other Team Travel, ICA Recruiting, Lectures/Presentations (given), Meeting, Miscellaneous, News Reporting, Patient Outreach, Patient Transportation, Professional Development, Recruiting - Fac/Staff, Recruiting - Student, Regional Travel, **Research** (highlighted), Site Visits, and Study Abroad.
- Comment:** (Empty text box)
- Reference:** (Empty text box)



The "Totals" section shows:

- Advance Amount:** 0.00 USD

Buttons for "Save For Later" and "Update Totals" are visible. The interface also includes a "Menu" on the left and a "Trusted sites" indicator at the bottom.

Step	Action
4.	<p>For this training example, click the <b>Research</b> list item.</p> 
5.	<p>Use the <b>Comment</b> field to fully explain the purpose of your trip.</p>

**Training Guide**  
**UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler**

Step	Action
6.	<p>Clicking the <b>View Attachments</b> button opens the WebNow application where you can log in and view documents you have emailed to attach to the cash advance. Since you have just begun the cash advance and have not sent any documentation, no documents are available.</p> <p><b>Note:</b> For instructions on viewing attachments, refer to the Viewing Receipts or Other Documents topic in the Associated Procedures lesson.</p>
7.	<p>In the <b>Details</b> section, use the <b>Source</b> field to select the method of payment for your cash advance.</p> <p>In the <b>Source</b> drop-down list, click the <b>ACH</b> list item.</p> 
8.	<p>Enter the desired information into the <b>Description</b> field. For this training example, enter "<b>Sydney advance</b>".</p>
9.	<p>Enter the desired information into the <b>*Amount</b> field. For this training example, enter "<b>25,000.00</b>".</p>
10.	<p>Click the <b>Update Totals</b> button to calculate the total amount of the cash advance request.</p> <p>Click the <b>Update Totals</b> button.</p> 

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

**ORACLE**

Home | Add to Favorites | Sign out

New Window | Help

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

TIMMY TRAVELER      Advance ID: NEXT

**General Information**

\*Description: Sydney trip      Comment: Conducting diabetes research at the Garvan Institute; 7/10 - 8/14/2011

\*Business Purpose: Research      Reference:

View Attachments

**Details**

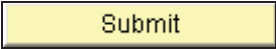
*Source	Description	*Amount	Currency	Apply Tax
ACH	Sydney advance	25,000.00	USD	

**Totals**

Advance Amount: 25,000.00 USD

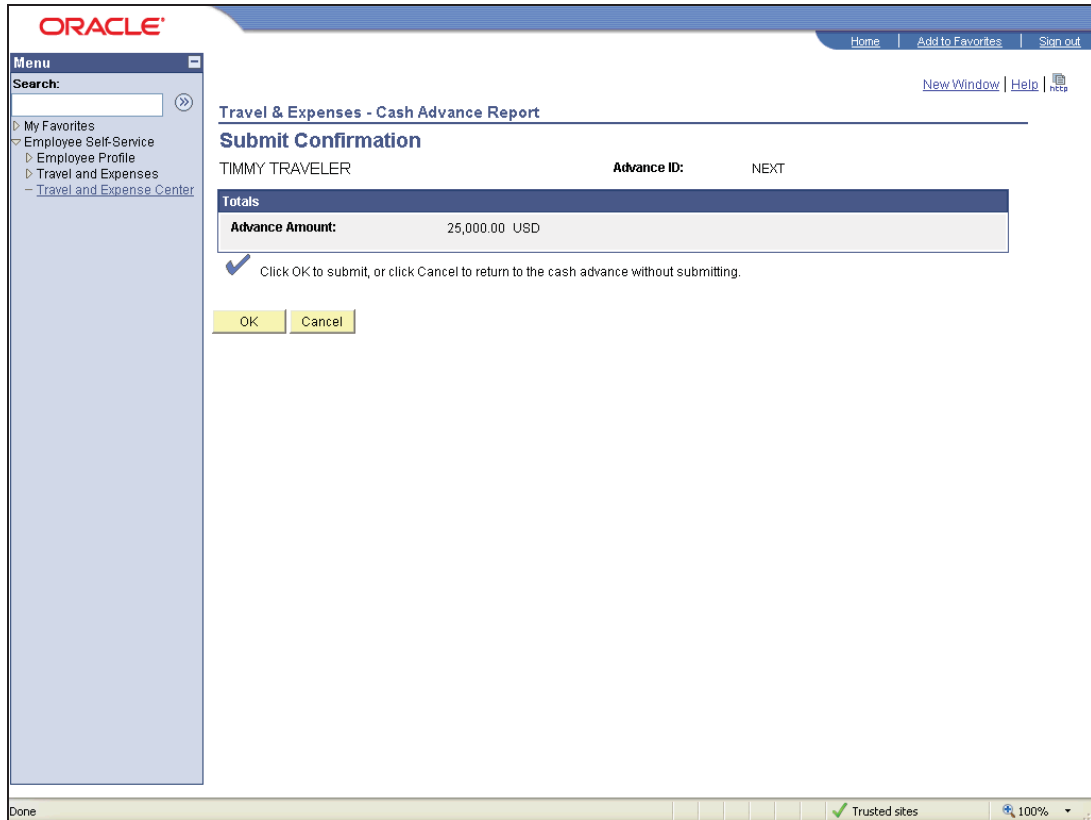
Save For Later      Submit

[Return to Travel and Expense Center](#)

Step	Action
11.	Notice that the <b>Advance Amount</b> field now displays the total amount of the cash advance request.
12.	You can end by clicking one of these options:  <ul style="list-style-type: none"> <li>- Click the <b>Save For Later</b> button to save and complete the cash advance request at a later time.</li> <li>- Click the <b>Submit</b> button to send the completed cash advance request to the approval process.</li> </ul>
13.	For this training example, click the <b>Submit</b> button.  T&E will send the cash advance to an approver's queue. <div style="text-align: center;">  </div>

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
14.	<p>The <b>Submit Confirmation</b> page will display.</p> <p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin: 5px 0;">OK</div>

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

**ORACLE**

Home | Add to Favorites | Sign out

New Window | Help |

**Menu**

Search:

- My Favorites
- Employee Self-Service
- Employee Profile
- Travel and Expenses
- Travel and Expense Center

**Travel & Expenses - Cash Advance Report**

**View Cash Advance Report**

TIMMY TRAVELER      **Advance ID:** 000000001

**General Information**

**Description:** Sydney trip      **Comment:** Conducting diabetes research at the Garvan Institute; 7/10 - 8/14/2011

**Business Purpose:** Research

**Status:** Submission in Process      **Reference:**

**Accounting Date:** 04/27/2011      **Post State:** Not Applied

**Last Updated:** 04/27/2011      **By:** EPTRAVELER

[View Attachments](#)

**Details**      Customize | Find | |      First 1 of 1 Last

Source	Description	Amount	Currency	Apply Tax
ACH	Sydney advance	25,000.00	USD	<input type="checkbox"/>

**Totals**

<b>Advance Amount:</b>	25,000.00 USD	<b>Report Balance</b>	
<b>Applied To Expense Reports:</b>	0.00 USD	<b>Due Company:</b>	25,000.00 USD
<b>Payments Received:</b>	0.00 USD		

[Return to Search](#)   [Notify](#)

Done      Trusted sites      100%


Step	Action
15.	The system generates a 10-digit Advance ID. Make a note of it for reference purposes.
16.	You have successfully created a cash advance. <b>End of Procedure.</b>

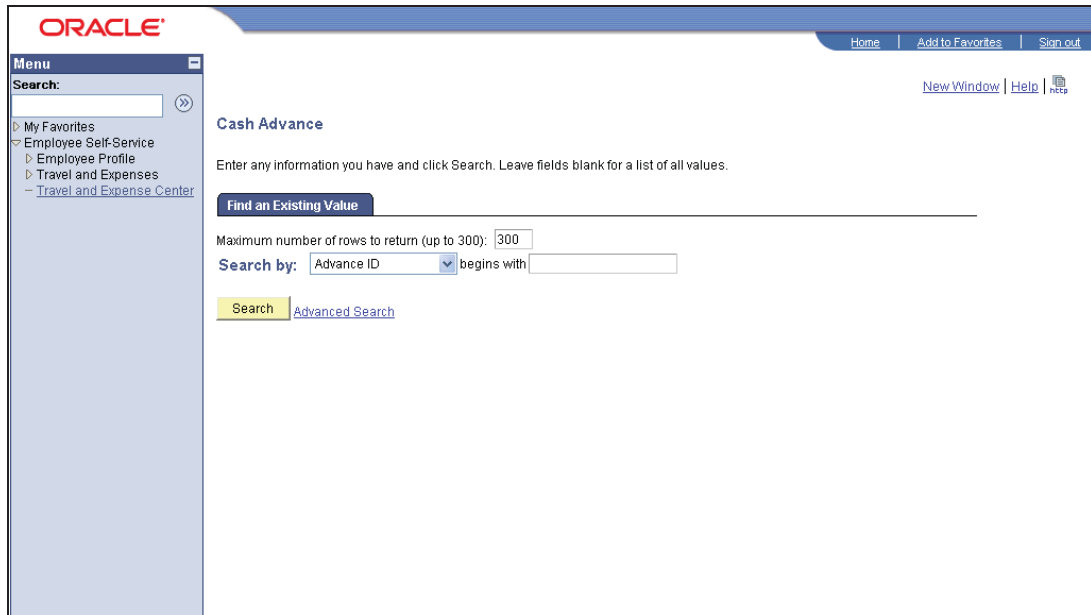
## Viewing Cash Advances

Use the **View Cash Advance Report** page to view cash advance requests that you have saved for later or submitted.

In this topic, you will view a cash advance.

### Procedure


**Navigation:** Employee Self-Service > Travel and Expense Center > Cash Advance > View

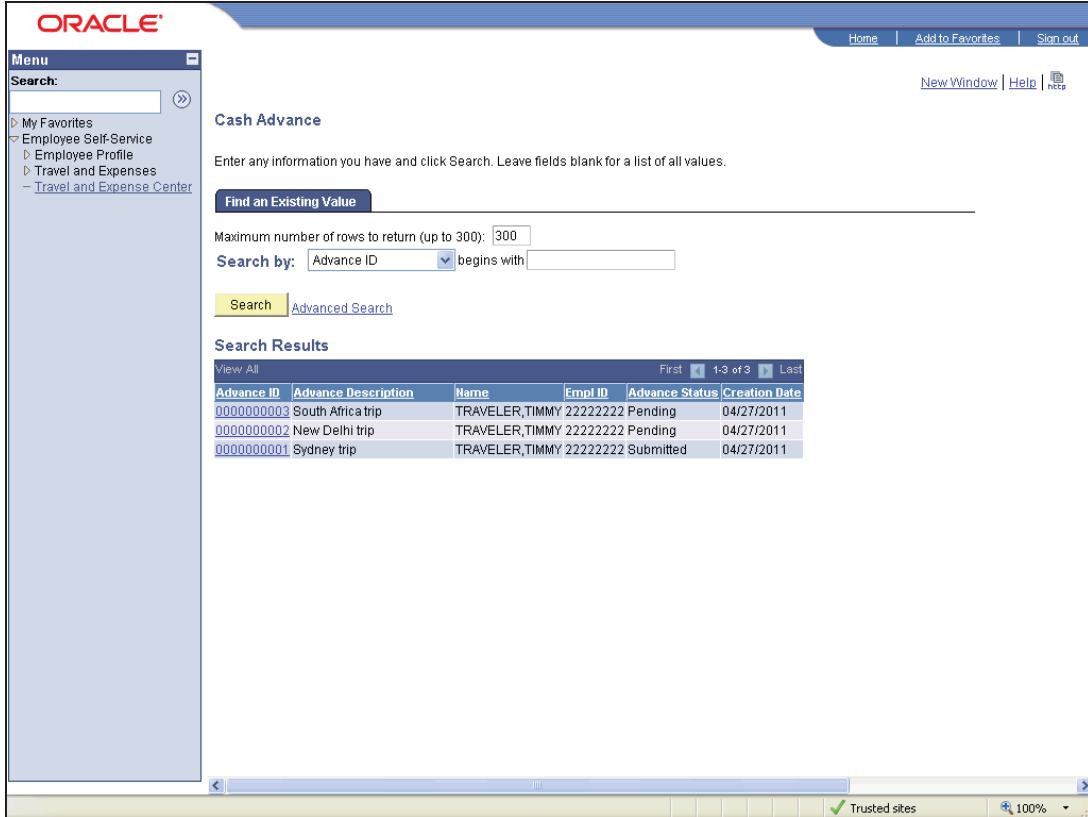


Step	Action
1.	<p>Enter the Advance ID number in the <b>begins with</b> field or use the <b>Search by</b> drop-down list for other search criteria.</p> <p>You can also leave the <b>begins with</b> field blank and click the <b>Search</b> button to return results.</p>
2.	<p>For this training example, click the <b>Search</b> button.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; background-color: #ffff00; margin-top: 5px;">Search</div>



# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
3.	In the search results, click the Advance ID link you would like to view. For this training example, click the <b>0000000001</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">0000000001</div>

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

**ORACLE** Home | Add to Favorites | Sign out

Menu  
Search:

My Favorites  
Employee Self-Service  
Employee Profile  
Travel and Expenses  
Travel and Expense Center

**Travel & Expenses - Cash Advance Report**  
**View Cash Advance Report**  
TIMMY TRAVELER **Advance ID:** 000000001

**General Information**

**Description:** Sydney trip **Comment:** Conducting diabetes research at the Garvan Institute; 7/10 - 8/14/2011  
**Business Purpose:** Research  
**Status:** Submitted for Approval **Reference:**  
**Accounting Date:** 04/27/2011 **Post State:** Not Applied  
**Last Updated:** 04/27/2011 **By:** EPTRAVELER

[View Attachments](#)

**Details** Customize | Find | First 1 of 1 Last

Source	Description	Amount	Currency	Apply Tax
ACH	Sydney advance	25,000.00	USD	<input type="checkbox"/>

**Totals**

**Advance Amount:** 25,000.00 USD **Report Balance**  
**Applied To Expense Reports:** 0.00 USD **Due Company:** 25,000.00 USD  
**Payments Received:** 0.00 USD

**Pending Actions** Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
Supervisor	APPROVER,ABBY		
Campus Review	ACAREVIEW,ACAREVIEW		

**Action History** Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	TRAVELER,TIMMY	Submitted	04/27/2011 9:37:11AM

[Return to Cash Advance](#)

Done Trusted sites 100%

Step	Action
4.	Use the <b>View Cash Advance Report</b> page to view a cash advance request that has been saved for later or submitted.
5.	The <b>Status</b> field, located under the <b>General Information</b> section, displays the current status of the cash advance.
6.	The <b>Accounting Date</b> field displays the accounting date for the cash advance.
7.	The <b>Post State</b> field displays whether accounting entries for the cash advance have been posted to the general ledger.
8.	Additional fields appear in the <b>Totals</b> section after you save a cash advance.
9.	The <b>Advance Amount</b> field displays the total amount of the cash advance request.
10.	The <b>Applied to Expense Reports</b> field displays the total amount of the cash advance that you have applied to expense reports.
11.	The <b>Payments Received</b> field displays the total amount of checks you have written to offset a balance due the University.
12.	You have successfully viewed a cash advance. <b>End of Procedure.</b>

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler


### Modifying Cash Advances

You can modify a cash advance if:

- You have not submitted it for approval.
- An approver sent it back for revision or correction.

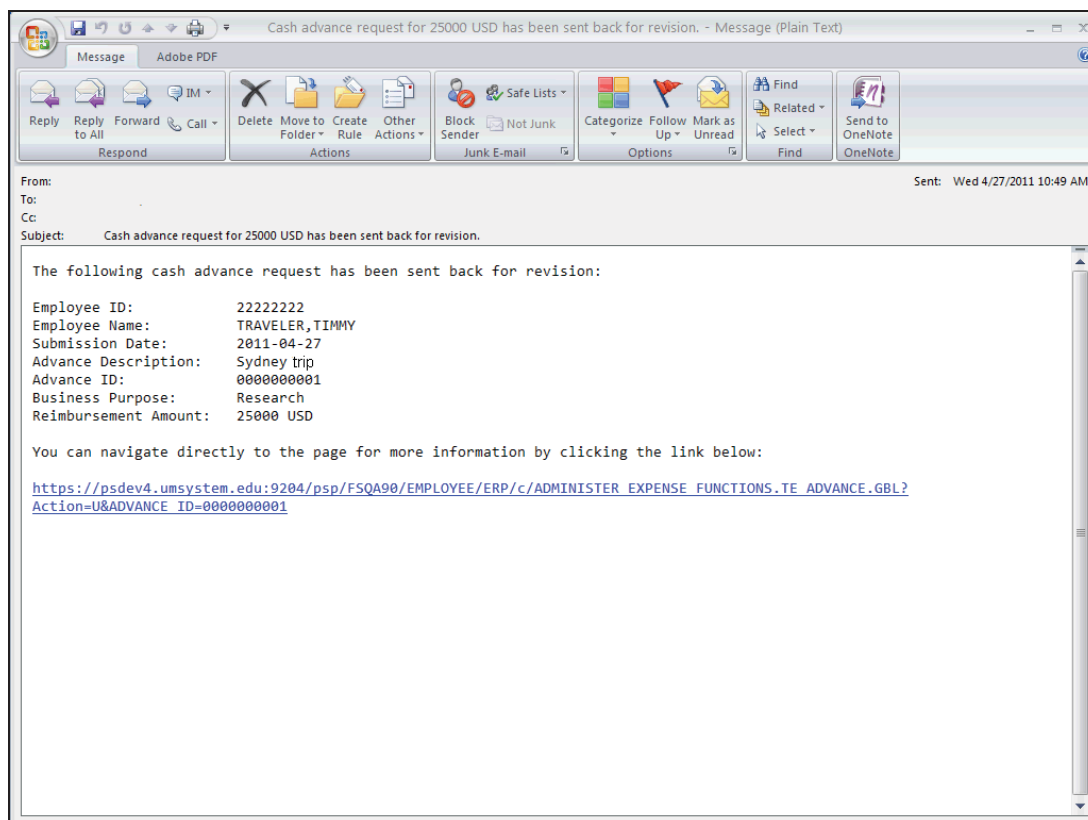
In this topic, a cash advance has been returned by the approver and it needs to be modified and resubmitted.

### Procedure

 **Navigation:** If the cash advance is sent back by an approver via email, click the link in the email.

OR

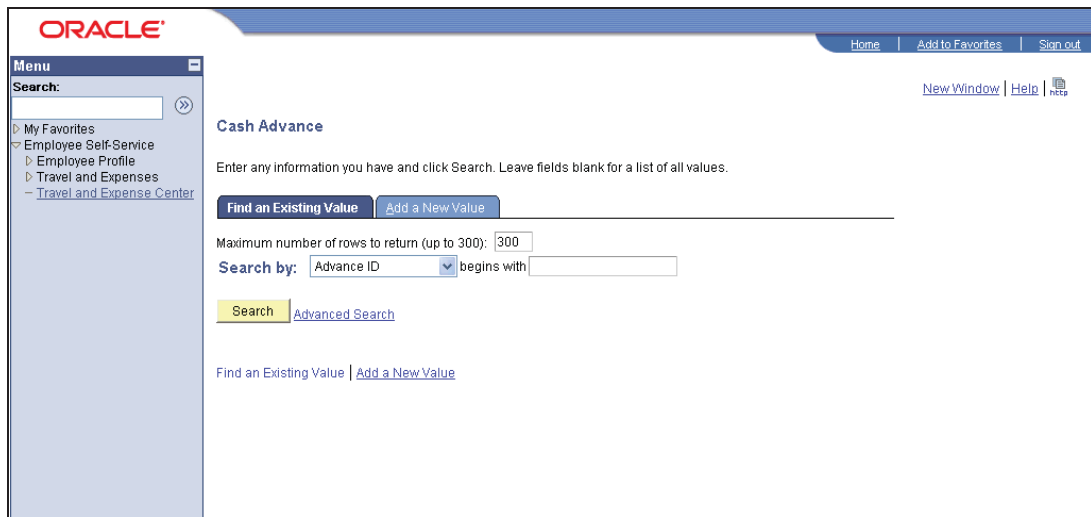
Search for the cash advance in T&E:  
Employee Self-Service > Travel and Expense Center > Cash Advance > Modify

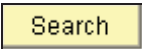


# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

Step	Action
1.	When the approver sends your cash advance back for revisions, there are two ways to access the cash advance in T&E.
2.	<p>One way is to access the cash advance by clicking on the cash advance hyperlink in the email notification from the approver.</p> <p>Clicking this link will transfer you directly to the <b>Modify Cash Advance Report</b> page for the specific cash advance if you are already logged on to the Financials Production. If not already logged on to the Financials Production, you will be prompted to log on and should then be transferred to the <b>Modify Cash Advance Report</b> page. If, after logging on, you are not taken directly to the page for the specific cash advance, go back to the email and re-click the cash advance hyperlink in the body of the email or follow the instructions in the next step.</p>



Step	Action
3.	<p>The other way is to navigate to the cash advance (Employee Self-Service &gt; Travel and Expense Center &gt; Cash Advance &gt; Modify) and search for the cash advance. You will use this method for this exercise.</p> <p>You can enter search criteria or leave the <b>begins with</b> field blank and click the <b>Search</b> button.</p> <p>For this training example, enter the desired information into the <b>begins with</b> field. Enter "<b>000000001</b>".</p>
4.	<p>Click the <b>Search</b> button.</p> <p style="text-align: center;"></p>

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

**ORACLE**

Home | Add to Favorites | Sign out

New Window | Help

**Travel & Expenses - Cash Advance Report**

**Modify Cash Advance Report**

TIMMY TRAVELER      Advance ID: 0000000001

Sent Back For Revision    By: APPROVER, ABBY      [reduce amount to 20,000; airfare is excluded](#)

**General Information**

**Description:** Sydney trip      **Comment:** Conducting diabetes research at the Garvan Institute; 7/10 - 8/14/2011

**Business Purpose:** Research

**Status:** Pending      **Reference:**

**Accounting Date:** 04/27/2011      **Post State:** Not Applied

**Last Updated:** 04/27/2011    **By:** EPAPPROVER

[View Attachments](#)

**Details**

Source	Description	Amount	Currency	Apply Tax
ACH	Sydney advance	25,000.00	USD	

**Totals**

**Advance Amount:** 25,000.00 USD

[Update Totals](#)

**Action History**

Profile	Name	Action	Date/Time
	TRAVELER, TIMMY	Submitted	04/27/2011 9:37:11 AM
Supervisor	APPROVER, ABBY	Sent Back For Revision	04/27/2011 10:48:55 AM

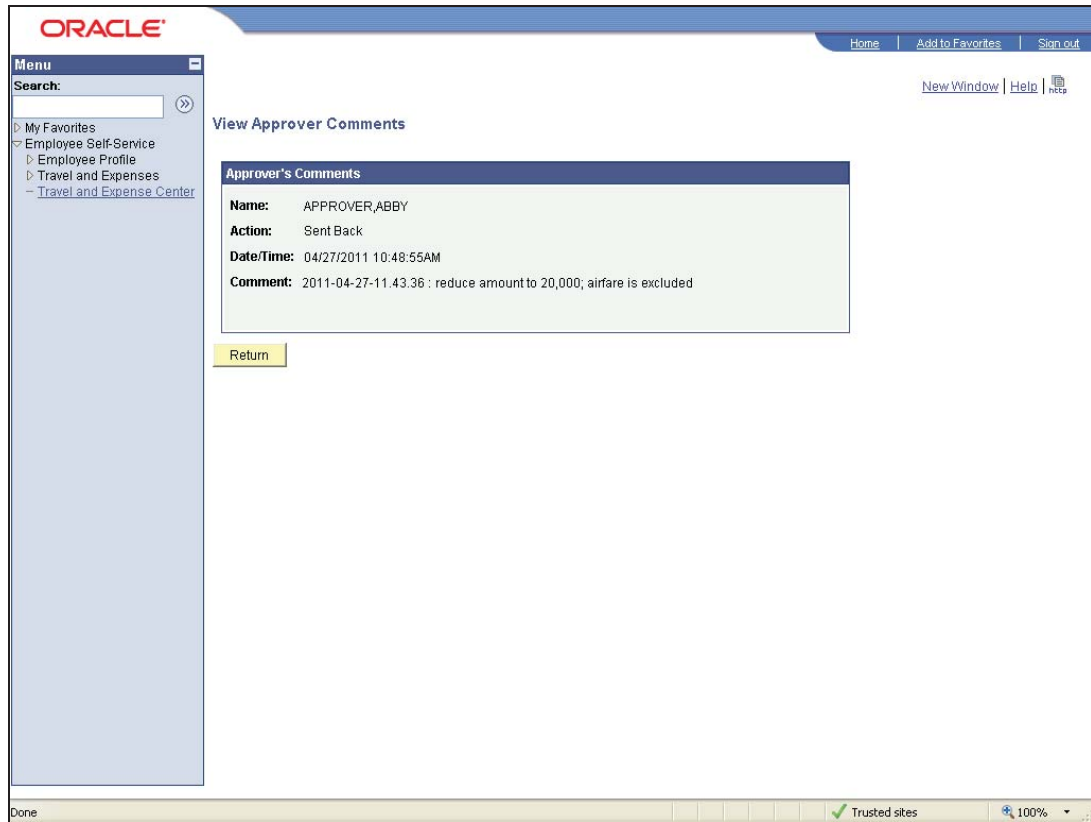
[Save For Later](#)    [Submit](#)

Done      Trusted sites      100%

Step	Action
5.	Use the <b>Modify Cash Advance Report</b> page to modify a cash advance request and submit it for approval or save it for further work.
6.	<p>When an employee modifies a cash advance that an approver returned to the employee for revisions, T&amp;E displays the first 30 characters of the approver's comments as a red link at the top of the page.</p> <p>You can click the link to access the <b>View Approver Comments</b> page to view all of the approver's comments.</p> <p>Click the <b>View Approver Comments</b> link.</p> <p><a href="#">reduce amount to 20,000; airfare is excluded</a></p>

# Training Guide


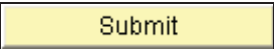
## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
7.	Use the <b>View Approver Comments</b> page to review comments posted to a cash advance.
8.	Click the <b>Return</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Return</div>

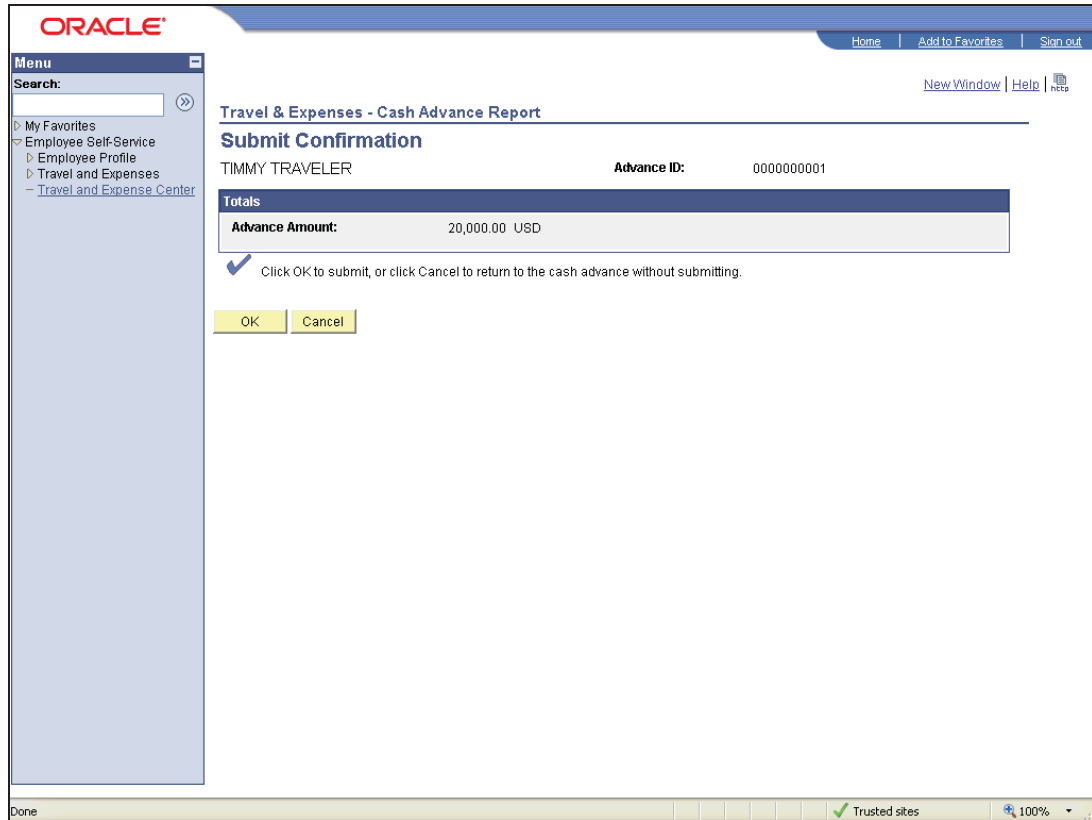
# Training Guide

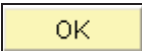
## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

Step	Action
9.	Enter the desired information into the <b>*Amount</b> field. Enter " <b>20,000.00</b> ".
10.	Click the <b>Update Totals</b> button. 
11.	Notice the <b>Advance Amount</b> field is updated with the new value.
12.	Click the <b>Submit</b> button. 

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
13.	The <b>Submit Confirmation</b> page will display.  Click the <b>OK</b> button. 



# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler

**ORACLE**

Home | Add to Favorites | Sign out

New Window | Help

**Travel & Expenses - Cash Advance Report**

**View Cash Advance Report**

TIMMY TRAVELER      **Advance ID:** 0000000001

**Sent Back For Revision**      **By:** APPROVER,ABBY      *reduce amount to 20,000, airfare is excluded*

**General Information**

**Description:** Sydney trip      **Comment:** Conducting diabetes research at the Garvan Institute; 7/10 - 8/14/2011

**Business Purpose:** Research

**Status:** Submission in Process      **Reference:**

**Accounting Date:** 04/27/2011      **Post State:** Not Applied

**Last Updated:** 04/27/2011      **By:** EPTRAVELER

[View Attachments](#)

**Details**      Customize | Find | First 1 of 1 Last

Source	Description	Amount	Currency	Apply Tax
ACH	Sydney advance	20,000.00	USD	<input type="checkbox"/>

**Totals**

**Advance Amount:** 20,000.00 USD      **Report Balance**

**Applied To Expense Reports:** 0.00 USD      **Due Company:** 20,000.00 USD

**Payments Received:** 0.00 USD

**Action History**      Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	TRAVELER,TIMMY	Submitted	04/27/2011 9:37:11AM
Supervisor	APPROVER,ABBY	Sent Back For Revision	04/27/2011 10:48:55AM

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

Trusted sites      100%


Step	Action
14.	The <b>Status</b> field updates to Submission in Process.
15.	You have successfully modified a cash advance. <b>End of Procedure.</b>

## Deleting Cash Advances


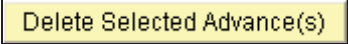
- T&E enables you to delete cash advances in the following situations:
- If you created a cash advance and have not submitted it for approval.
  - If you submitted a cash advance and the approver denied it.

Consider this scenario: You were scheduled for a trip to India. You prepared a cash advance but had not submitted it yet, and at the last minute, your trip was canceled. You want to delete the cash advance.

### Procedure

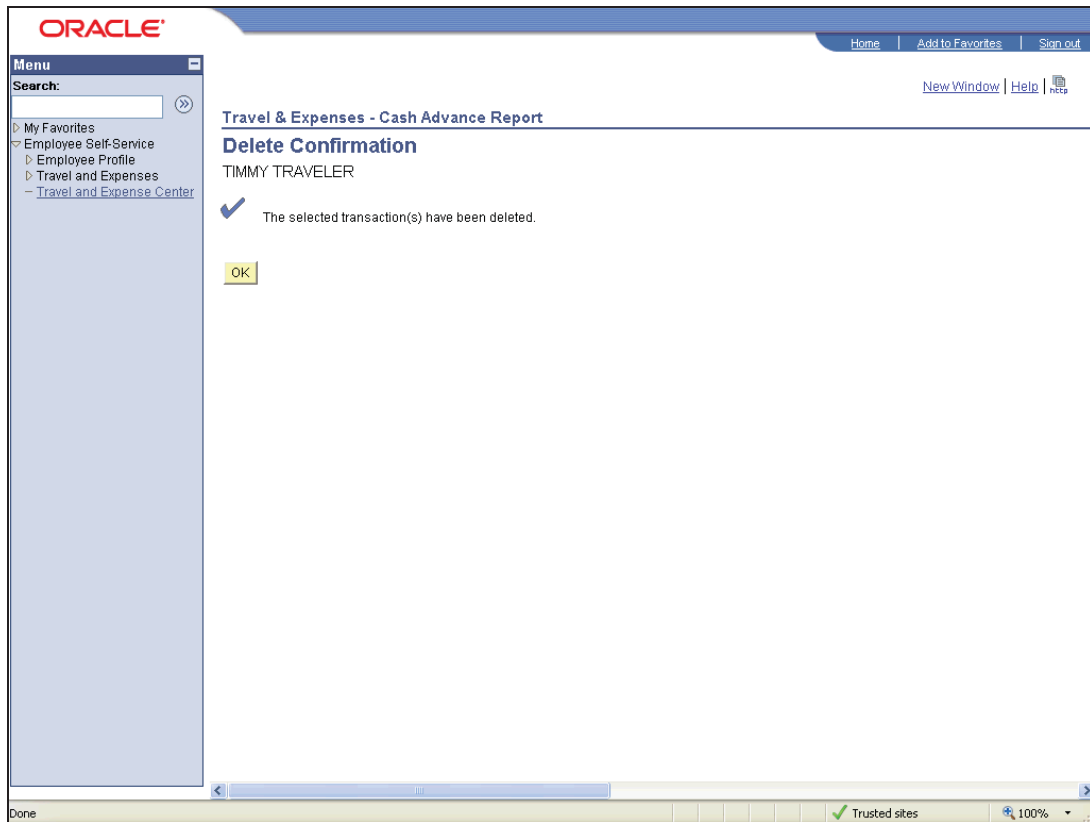
 **Navigation:** Employee Self-Service > Travel and Expense Center > Cash Advance > Delete




Step	Action
1.	The <b>Delete Cash Advance Report</b> page displays a list of unsubmitted cash advance requests for your EmplID.
2.	In this exercise, you want to delete the cash advance for the New Delhi trip.  Click the <b>Select</b> check box to the left of Advance ID <b>0000000002</b> . 
3.	Click the <b>Delete Selected Advance(s)</b> button. 

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler




Step	Action
4.	The <b>Delete Confirmation</b> page will display. Click the <b>OK</b> button. 
5.	You have successfully deleted a cash advance. <b>End of Procedure.</b>

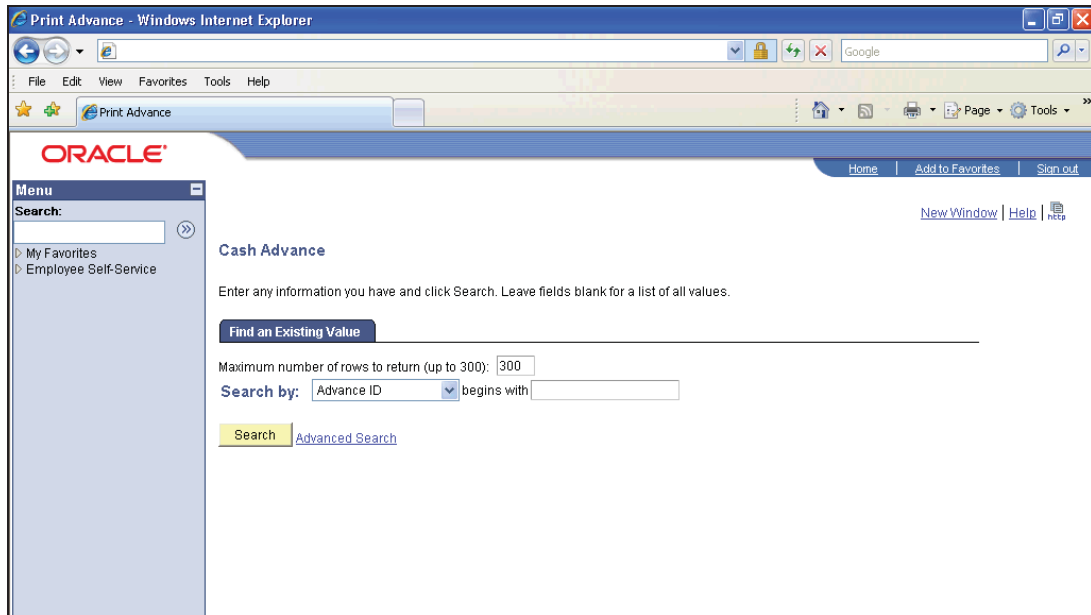
## Printing Cash Advances

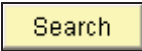
If you wish to print your cash advance, T&E enables you to search for the cash advance and print it using your browser's print feature.

In this topic, you will search for cash advance 0000000003 and print it.

### Procedure

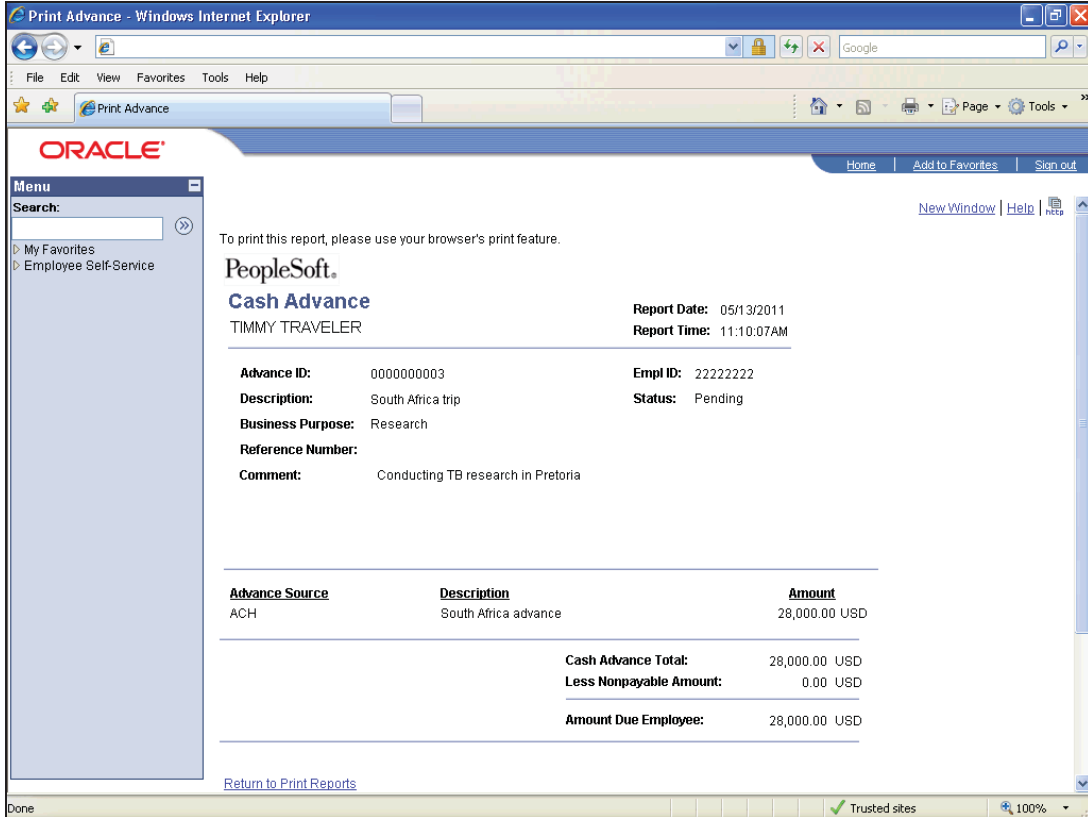

Navigation: Employee Self-Service > Travel and Expense Center > Print Reports > Cash Advance




Step	Action
1.	Enter the Advance ID number in the <b>begins with</b> field or use the <b>Search by</b> drop-down list for other search criteria.  You can also leave the <b>begins with</b> field blank and click the <b>Search</b> button to return results.
2.	For this training example, enter " <b>0000000003</b> " into the <b>begins with</b> field.
3.	Click the <b>Search</b> button.  

# Training Guide

## UMSYS FS 9.0 Travel and Expenses (T&E) - Traveler



Step	Action
4.	A printable copy of the cash advance will display.
5.	Use the print feature in your browser to print the cash advance. 
6.	You have printed a cash advance. <b>End of Procedure.</b>