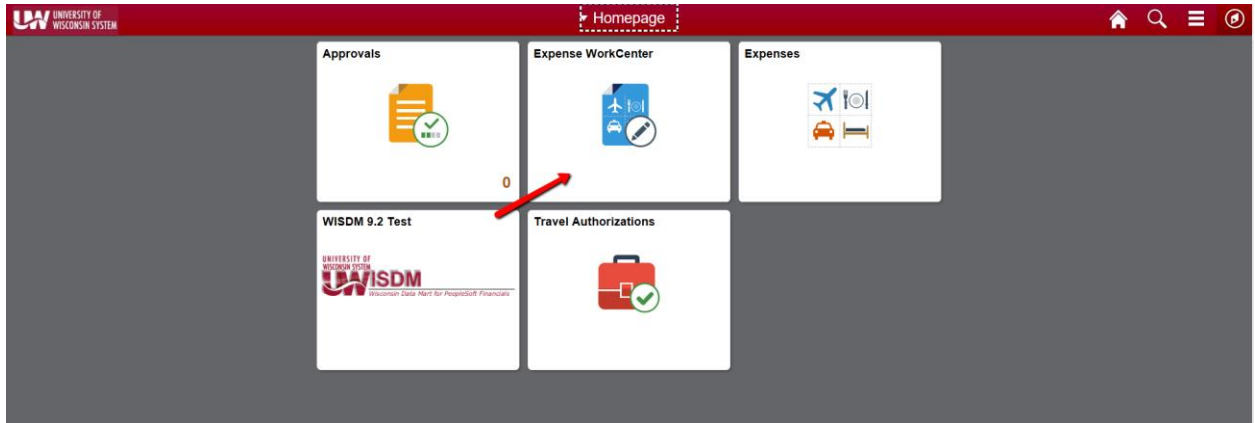


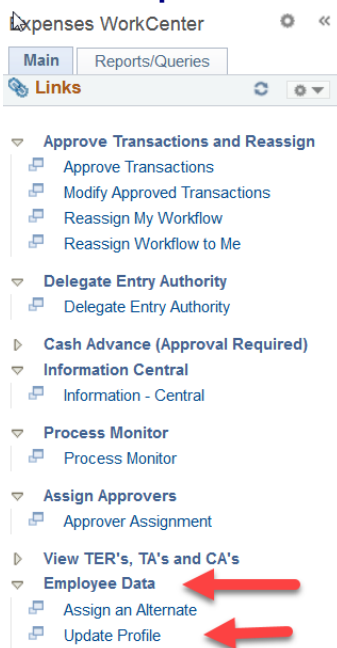
How to allow cash advances for certain travelers:

If you want a traveler to be able to request a cash advance when they submit a travel authorization you must go into their Update Profile screen and set the cash advance level at the bottom on. **You need to do this for each record on this screen.** Example: You may have a record 0 and record 600. You must turn it on for both the 0 and 600 record. You can specify an amount or if you choose Business Unit the maximum amount is \$100,000.00

1. Click the **Expense WorkCenter**



2. Scroll down and expand **Employee Data**
3. Click the **Update Profile** menu.



Welcome to the Expenses WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

4. Enter the desired information into the **Search by** field
5. Click the **Search** button.
6. Click the **Organizational Data** tab
7. For **Cash Advance Level**:
 - a. Select **Business Unit** to indicate that the maximum amount for the business unit applies to the employee. The system displays the amount.
 - b. Select **Specific Amount** to open a new field to input the maximum advance amount authorized for the employee.

Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information | Transportation Information

SHARON SCHWARTZ

Expenses Processing Data Find | View All | First 2 of 2 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

Default Profile
 Ignore Authorized Amounts
 Ignore Group Location Amounts
 Per Diem Amount Type Active Amounts

HR Information		Supervisor Information	
Employee Status	Active	ID	00759797
Hire Date	04/28/2014 600 (Travel)	Name	NEWNAME,NICOLA J
GL Unit	UWLAC UW La Crosse		
Department	400900		
Hours Per Period	<input checked="" type="checkbox"/> Use Business Unit Default		

Default ChartField Values Personalize | Find | First 2 of 2 Last

GL Unit	Fund	Program	Class	Project	Affiliate	Dept
UWLAC	144	4				381673

Cash Advance Level

Business Unit 100,000.00 USD
 Specific Amount
 None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role EMP Regular Employee-SHARE