How to Work with Cash Advances in the Expense Module

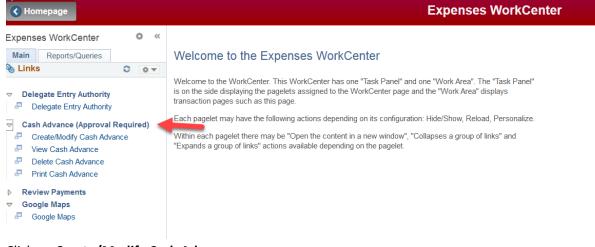
Cash advances (travel advances) are only available for selected individuals to request. Please contact your campus travel office if you feel you need to request a cash advances.

Below are the steps to submit a cash advance request.

1) Click on the Expense WorkCenter tile on the Homepage.



2) Scroll down and expand Cash Advance (Approval Required)



3) Click on Create/Modify Cash Advance

Homepage	Expenses WorkCenter
Expenses WorkCenter • « Main Reports/Queries Links • • • •	Welcome to the Expenses WorkCenter
 Delegate Entry Authority Delegate Entry Authority Cash Advance (Approval Required) Create/Modify Cash Advance View Cash Advance Delete Cash Advance Print Cash Advance Print Cash Advance Review Payments Google Maps Google Maps 	 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) Choose Add at the next screen or switch the Empl ID if you are an alternate and requesting a cash advance for a different traveler. If you are not authorized you will receive the error message below.

	Expenses WorkCenter
~<	Cash Advance
r	Eind an Existing Value Add a New Value
	Empl ID EXUSER02
	Add
	Find an Existing Value
	Invalid value press the prompt button or hyperlink for a list of valid values (15,11)
	The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.
	ОК

- 5) Fill in the header information.
- 6) Add any attachments
- 7) Fill in the Justification
- 8) Under the Description you can either choose from the magnifying glass the specific expense types or type in anything as a freeform (ex. basketball game advance) and lump all into one line. Check with your approvers to decide how much detail they want.

EXUSER01-Stefanie Employee				
*Business Purpose	Business 🗸	*Reference	INSTATE	Q
*Advance Description	Basketball game Whitewater			
*Depart	10/26/2021			
*Return	10/27/2021			
*Location				
Advance	View Printable Version	Justificatio	n and Supporting Details	<i>A</i> ttachments
	Description	*Amount	Currency	+ -
	Athletics Team Meals	Q 120.00	USD	
Accounting Details				
	Lodging-Group	Q 100 0.00	USD	+ -
Accounting Details				
als	400.00 1102			
Advan	ce Amount 120.00 USD			
l understand and	agree to the following:			
- This cash advan Wisconsin.	ce may only be used to pay expenses in	curred while performing service	es as an employee of the U	niversity of
Advan I understand and - This cash advan Wisconsin.				niversity of

9) You must hit Save for Later after creating a Cash Advance before it will allow you to check the box next to the Accountability Statement.

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eate Cash Advance				
SHARON SCHWARTZ		_		
*Business Purpose	Business	✓ *Reference	INSTATE	X
*Advance Description	test			
*Depart	09/22/2021			
*Return	09/23/2021			
*Location	OSHKO Q OSHKOSH, WI			
8	View Printable Version	Justification	n and Supporting Details	🔏 Attachments
ish Advance				
*	Description	*Amount (Currency	+ -
Accounting Details	Meals		USD	T
Totals Adva	Meals			T
Totals Adva	Meals			T
Totals Adva Lunderstand and This cash adva	Meals	Q 12[0.00	USD	
Totals Adva I understand and - This cash adva Wisconsin.	Meals nce Amount 0.00 USD agree to the following:	Q 12[0.00	USD	
Totals Adva I understand and - This cash adva Wisconsin. - This cash adva	Meals mee Amount 0.00 USD agree to the following: mee may only be used to pay expense mee must be reconciled within 30 day we cash advance was unused, it must	Q 12[0.00]	USD tes as an employee of the l	University of
Totals Adva I understand and - This cash adva Wisconsin. - This cash adva - If a portion of th completion of th	Meals mee Amount 0.00 USD agree to the following: mee may only be used to pay expense mee must be reconciled within 30 day we cash advance was unused, it must	Q 12[0.00] es incurred while performing servic rs of the completion of the related t t be returned to the University of W	usp tes as an employee of the l rip. isconsin within 30 days of t	University of

10) Hit Submit Cash Advance