



South Puget Sound
COMMUNITY COLLEGE

Travel & Expense: Traveler Step 3 - Cash Advances

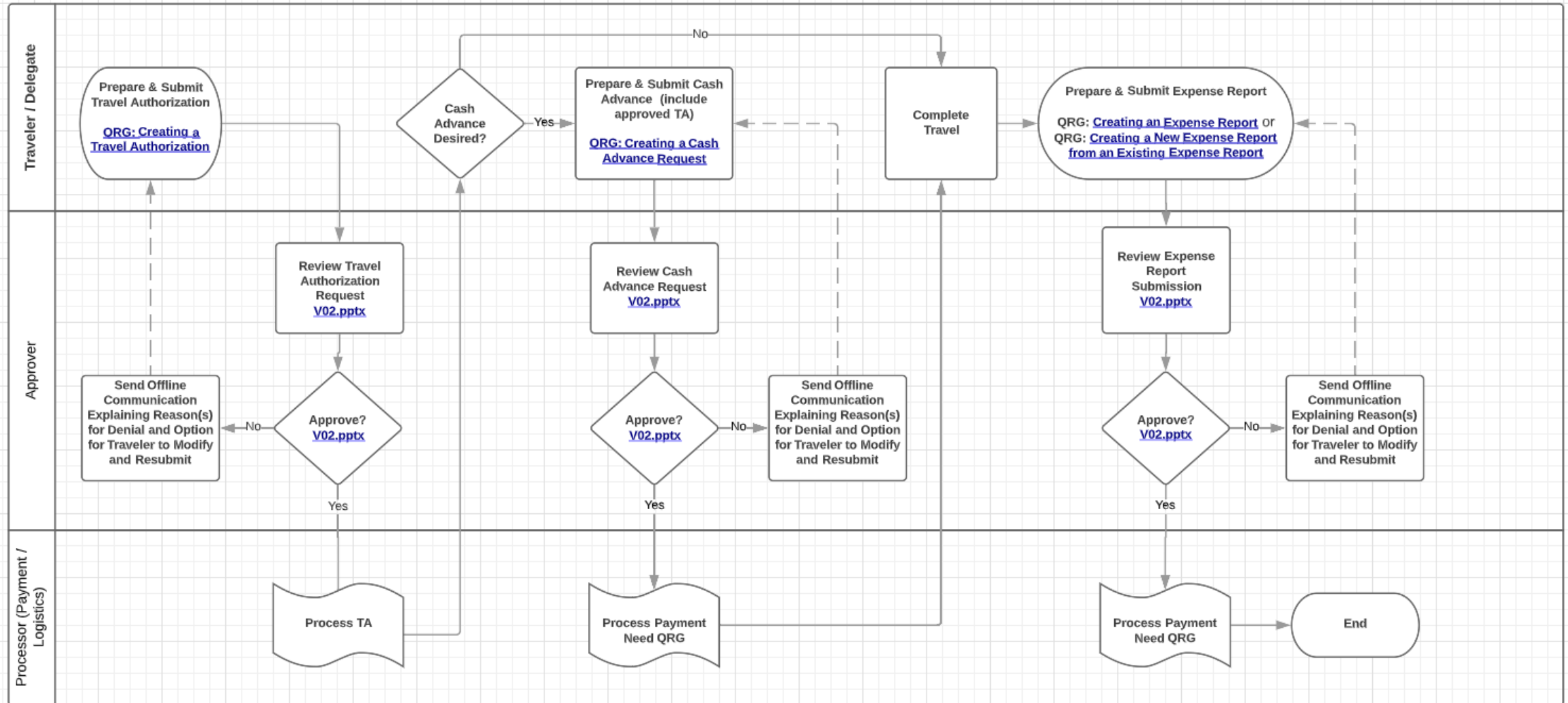
Training for Employees

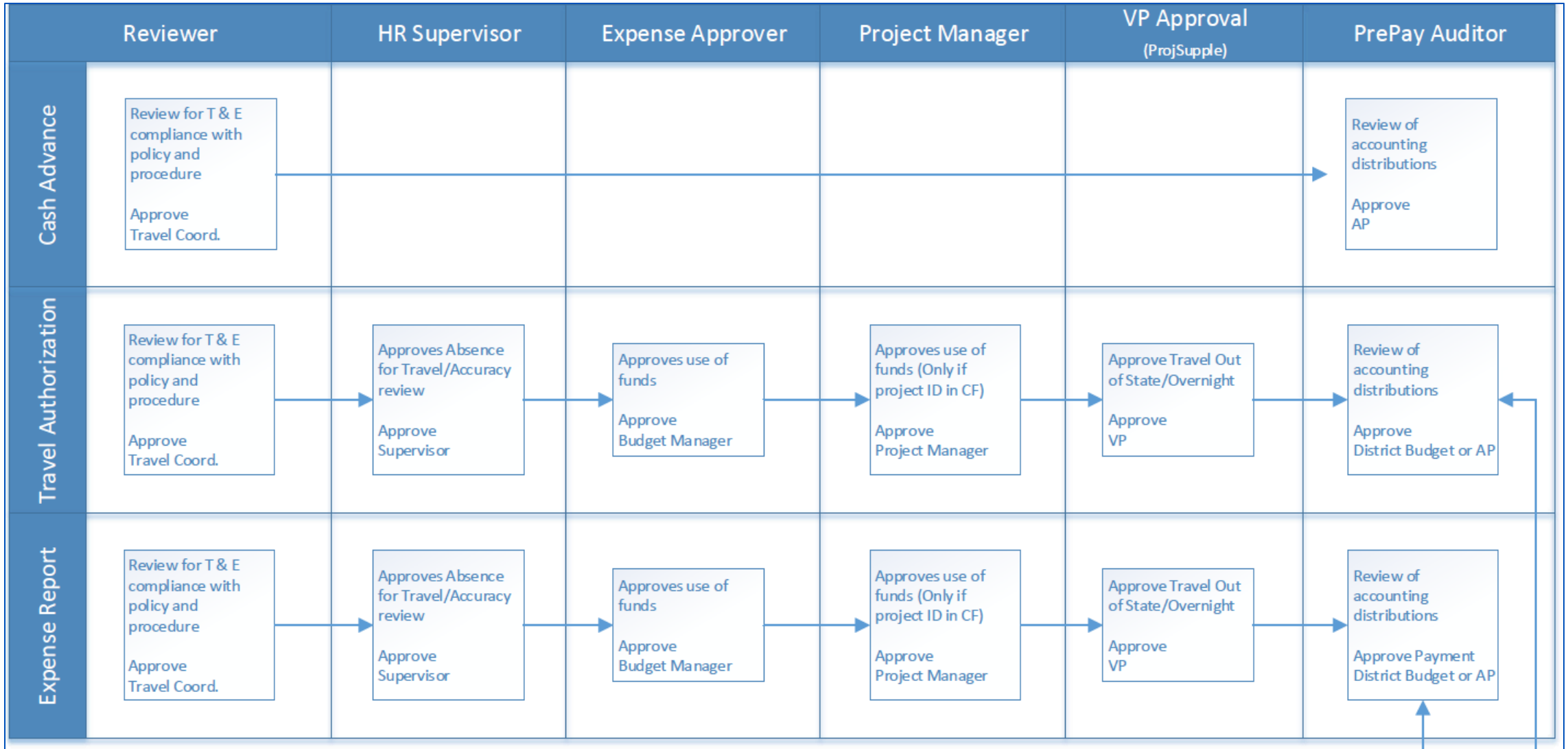
SUCCESS
AMPLIFIED

Objectives and Outcomes

- Review of travel process flow
- Review of the approval workflow
- Creating a Cash Advance
- Viewing and Printing a Cash Advance
- Withdrawing a Cash Advance
- Modifying a Cash Advance
- Deleting a Cash Advance

Process Flow





Note: For International Travel, the Travel Coordinator will manually add the college President to the approval workflow.

Approval Workflow

Cash Advances

Employee Self-Service → Travel and Expenses → Cash Advances → Create/Modify

<https://ctclinkreferencecenter.ctclink.us/m/79738/c/319963>

Cash Advance Overview

- Use the navigation shown in this training, *not the Expenses tile*, to create your Cash Advance documents.
 - The Expenses tile will not show you your submitted Cash Advance documents.
- Create your cash advance *after your travel authorization has been submitted* for approval as you will need to include your travel authorization number as a reference.
- All approvals advised to be completed at least 20 days prior to the Travel Dates shown on the travel authorization in order to receive funds in time.
- Be proactive in monitoring your cash advance to ensure that approvals occur in a timely manner.
- Cash Advances cannot be remitted to the traveler more than 30 days in advance.

Creating a Cash Advance

Navigation from FSCM/Finance:

Menu > **Employee Self-Service** > Travel and Expenses > Cash Advances > Create/Modify

1. From the **Add a New Value** tab,

a) Enter your ID or

b) Click the magnifying glass to create a cash advance for another traveler.
The names in the Search Results list are the people who you have the authority to create on behalf of.

2. Click the **Add** button

The screenshot displays the 'Cash Advance' application interface. On the left, there is a search box with 'Empl ID' and the value '101021496'. Below it is an 'Add' button. On the right, a 'Look Up Empl ID' dialog box is open. It features a search dropdown set to 'Empl ID' and a search button. Below the search results, a table lists three employees with their IDs and names.

Empl ID	Name
1010xxx	EMPLOYE
1010xxx	EMPLOYE
1010xxx	EMPLOYE

Creating a Cash Advance

This will open the “Create Cash Advance” page.

1. Select Business Purpose

- Should match Business Purpose on TAR

2. Enter an Advance Description

3. Reference

- Enter the related Travel Authorization ID
- The magnifying glass should not be used

4. Source = System Check

- Actual method is based on Traveler profile

5. Enter Amount

- No more than 80% of total estimated cost of lodging and meals.

6. Accounting Details should be:

Account = 1010230

Operating Unit = WA240

Fund = 841

Class = 285

Dept = 98389

State Purpose = N

The screenshot shows the 'Create Cash Advance' web form. At the top right, there is a 'Save for Later' button. The form is divided into several sections. The first section is 'TRAVELER NAME', which includes a dropdown for '*Business Purpose', a text input for '*Advance Description', and a 'Reference' search field with a magnifying glass icon. Below these are links for 'User Defaults' and 'Import ATM Advances'. The second section is 'Cash Advance', which includes a 'View Printable Version' link, a 'Notes' link, and an 'Attachments' link. The third section is a table with columns for '*Source', 'Description', '*Amount', and 'Currency'. The table contains one row with a dropdown for '*Source', a text input for 'Description', a text input for '*Amount' containing '0.00', and a dropdown for 'Currency' containing 'USD'. There are '+' and '-' buttons to the right of the table. Below the table is a section for 'Accounting Details'. The fourth section is 'Totals', which shows 'Advance Amount' as '0.00 USD'. At the bottom, there is a checkbox for 'By checking this box, I certify the advances submitted are accurate and comply with expense policy.' and a 'Submit Cash Advance' button.

Creating a Cash Advance

7. Click the blue “Notes” link to add any notes or comments.
8. Click the blue “Attachments” link to add any supporting documents.
9. When done, click the certification checkbox.
10. Click the **Submit Cash Advance** button.
11. Click **OK**.

Create Cash Advance [Save for Later](#)

TRAVELER NAME
*Business Purpose Reference [User Defaults](#)

*Advance Description [Import ATM Advances](#)

[View Printable Version](#) [Notes](#) [Attachments](#)

Cash Advance [?](#)

*Source Description *Amount Currency [+](#) [-](#)

▼ **Accounting Details**

ChartFields [|||](#)

GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Proj
<input type="text" value="WA060"/> Q	<input type="text" value="1010230"/> Q	<input type="text" value="7240"/> Q	<input type="text" value="841"/> Q	<input type="text" value=""/> Q	<input type="text" value="98389"/> Q	<input type="text" value="285"/> Q	<input type="text" value="N"/> Q	<input type="text" value=""/> Q

▼ **Totals**

Advance Amount 825.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

Cash Advance Submit Confirm

Create Cash Advance
Submit Confirmation

Terri Plischke

Totals

Advance Amount	825.00	USD
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OK **Cancel**

Creating a Cash Advance

12. Click the **Refresh Approval Status** button until the page refreshes

13. The Approval History section shows the steps in the approval process.

14. If a mistake was made, you can withdraw the advance request by clicking the **Withdraw Cash Advance** button.

View Cash Advance

TRAVELER NAME

Your cash advance 000003825 has been submitted for approval.

Business Purpose	Miscellaneous	Report	000003825	Submission in Process
Advance Description	TAR-Finance Retreat	Reference		
Accounting Date	12/06/2022	Post State	Not Applied	
		Created	12/06/2022	TRAVELER NAME
		Last Updated	12/06/2022	TRAVELER NAME

[View Printable Version](#) [Notes](#)

Cash Advance ?

*Source: System Check, Description: [input], *Amount: 200.00, Currency: USD

Apply Tax

[Accounting Details](#)

Totals

Advance Amount: 200.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submitted On: 12/06/2022
Submitted By: TRAVELER NAME

Totals

Advance Amount: 200.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submitted On: 12/06/2022
Submitted By: TRAVELER NAME

Approval History

Submitted: TRAVELER NAME | Reviewer: NAME | Business Office Approval (Pooled) | Payment

Role	Name	Action	Date/Time
Employee	TRAVELER NAME	Submitted	12/06/2022 12:17:44PM

Viewing a Cash Advance

View a cash advance to see where it is in the approval/payment process, see details, or print.

- Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Cash Advances > View
 1. Search for and Select the cash advance that you want to view.
 2. The current status can be seen next to the report number in the upper right.
 3. Click the blue “Notes” link to view any notes/comments.
 4. Click the blue “View Printable Version” link to print a copy for your records.

View Cash Advance

TRAVELER
NAME

Business Purpose	Miscellaneous	Report	000003825	Submitted for Approval
Advance Description	TAR-Finance Retreat	Reference		
Accounting Date	12/06/2022	Post State	Not Applied	
		Created	12/06/2022	TRAVELER
		Last Updated	12/06/2022	TRAVELER
				NAME

Cash Advance ⓘ [View Printable Version](#) [Notes](#)

Viewing a Cash Advance, cont

5. Source will say “System Check” but the payment method will default based on the Traveler’s Profile.
6. See the **Amount** requested or **Advance Amount**.
7. Click the arrow next to **Accounting Details** to view the Chart String.
8. View **Approval History**. The colored icon shows where it is in the process or look at the steps below to see who has approved and who it is sitting with if still pending approval.

*Source
System Check

Description

*Amount
200.00

Currency
USD

Apply Tax

▼ Accounting Details

ChartFields |||▶

GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Program	Subsidiary
WA060	1010230	7240	841		98389	285	N		

▼ Totals

Advance Amount 200.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy.


Submit Cash Advance


Withdraw Cash Advance


Submitted On 12/06/2022


Submitted By TRAVELER NAME

▼ Approval History


 Submitted
 TRAVELER NAME


 Reviewer
 NAME


 Business Office Approval
 (Pooled)


 Payment

Role	Name	Action	Date/Time
Employee	TRAVELER NAME	Submitted	12/06/2022 12:17:44PM

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Withdrawing a Cash Advance

Withdraw a cash advance if you need to modify or delete it.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Cash Advances > View

1. Search for and Select the cash advance that you want to withdraw.
2. The current status can be seen next to the report number in the upper right and should be "Submitted for Approval".
3. Click the green **Withdraw Cash Advance** button.
4. See confirmation in the upper left.

View Cash Advance

TRAVELER NAME		Report	0000004365	Submitted for Approval
Business Purpose	Conference	Reference	0000010200	
Advance Description	NACUBO Annual Conference	Post State	Not Applied	
Accounting Date	03/27/2023	Created	03/27/2023	TRAVELER NAME
		Last Updated	03/27/2023	TRAVELER NAME
			User Defaults	

Cash Advance ⓘ [View Printable Version](#) [Notes](#)

By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submitted On 03/27/2023
Submitted By TRAVELER NAME

View Cash Advance

TRAVELER NAME

Your cash advance 0000004365 has been withdrawn from the approver's queue.

Business Purpose	Conference
Advance Description	NACUBO Annual Conference
Accounting Date	03/27/2023

Modifying a Cash Advance

Modify a cash advance if you need to edit the document **before** it has been submitted for approval.

- You cannot edit a cash advance if it has been submitted for approval or if it has been approved. If it is waiting for approval, you will need to withdraw it first.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Cash Advances > Create/Modify

1. Search for and Select the cash advance that you need to modify.
2. Confirm that the status is “Pending”.
3. Change the Source, add a Description, or modify the amount, as necessary.
4. Click the “Save for Later” link if not ready to submit.
5. Click the checkbox to certify the accuracy and completeness then click the **Submit Cash Advance** button to submit for approval

Deleting a Cash Advance

Delete a cash advance if you no longer need it. The cash advance must be in “Pending” status to be able to delete it. If it is already pending approval, you will need to withdraw it first.

Navigation from FSCM/Finance: Menu > **Employee Self-Service** > Travel and Expenses > Cash Advances > Delete

1. Select the Empl ID or Name of the employee who has the cash advance that you need to delete.
2. A listing of available cash advances to delete appears on the Delete Cash Advance Report page.

3. Click in the checkbox next to the advance to select it for deletion.

4. Click the green **Delete Selected Advance(s)** button.

5. Click the **OK** button.

Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

TRAVELER NAME

Cash Advance Information

Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000004368	Student Finance	03/28/2023	575.00	USD
<input checked="" type="checkbox"/>	0000004366	Financial Forecasting	03/28/2023	350.00	USD

Delete Selected Advance(s)

Receiving Travel Payments

Travel Payments Overview

- Payment method is defaulted on the Traveler Profile for each employee.
- Travel documents must pass budget check and be fully approved before payment can be issued.
- Payments are processed by the Business Office and notification will be emailed to travelers as soon as checks are ready for pickup or mailed to your address.
- Per state requirements, Cash Advances cannot be remitted more than 30 days in advance.
- If opt to receive your check by mail, allow 5-10 days for check payments to be received.
- If you opt to pickup your checks from Accounts Payable, please bring your ID with you.
- If we don't hear from you, check(s) will be mailed one week after the day of printing.