Process Name: Creating, Viewing, and Modifying an Expense Report  
Date Created: 2/18/2020

Functional Area: Accounting Services  
Last Updated: 2/18/2020

Purpose: To outline the process of creating and managing a cash advance within PeopleSoft Financials

Reviewed By <or> Reviewed By: Director of Accounting Services

Process Frequency: As Needed

Prerequisite Process: N/A

Corresponding Policy: Create a Cash Advance (Classic View)

2. Select NavBar Icon (last icon in top right)
3. Select Navigator
4. Select Employee Self-Service
5. Select Travel and Expenses
6. Select Cash Advances
7. Select Create/Modify
8. On the Add a New Value tab, ensure your EmplID is populated in the User field and select the Add button
9. Select the appropriate Business Purpose in the drop down list
10. Enter a description for the business purpose in the Advance Description field
11. If needed, you can add attachments to your Cash Advance by selecting the Attachments link
12. Select the method in which you wish to receive the cash advance in the Source drop down list
13. In the Description, indicate how the Cash Advance is going to be used (i.e., 3 nights lodging, meals and mileage)
14. Enter the requested cash advance amount in the Amount field
15. If needed, you can select Save For Later if you are not ready to submit. If you are ready to submit, check the box to acknowledge the submission statement “By checking this box, I certify the advances submitted are accurate and comply with expense policy.”
16. Select the Submit Cash Advance button (becomes enabled after checking the submission statement box)
17. Click OK

Create an Expense Report from a Paid Cash Advance

2. Select Employee Self-Service
3. Select Travel and Expenses
4. Select Expense Reports
5. Select **Create/Modify**
6. Add all expense lines for the Expense Report
7. From the **Actions** drop down menu in the upper right corner of the page, select **Apply/View Cash Advance(s)** and click **GO**
8. Enter the **Cash Advance ID** or use the **Look Up** icon
   a. If using the Look Up icon, select an “Advance” and click **OK**
   b. The Cash Advance ID and Total Applied will populate on the Apply Cash Advance(s) page
   c. Click **OK** to return to the Expense Report
9. Submit the Expense Report

**Create an Expense Report from a Paid Cash Advance and an Approved Travel Authorization**

2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Reports**
5. Select **Create/Modify**
6. From the **Quick Start** menu that reads “**Populate From**” in the upper right corner of the page, select **A Travel Authorization** and click **GO**.
7. In the window that displays, select the Travel Authorization you wish to apply.
8. The Travel Authorization lines are applied to the Expense Report
   a. Make any necessary changes to the Expense Report
9. From the **Actions** drop down menu in the upper right corner of the page, select **Apply/View Cash Advance(s)** and click **GO**
10. Enter the **Cash Advance ID** or use the **Look Up** icon
    a. If using the Look Up icon, select an “Advance” and click **OK**
    b. The Cash Advance ID and Total Applied will populate on the Apply Cash Advance(s) page
    c. Click **OK** to return to the Expense Report
11. Submit the Expense Report

**View Cash Advance**

2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Cash Advance**
5. Select **View**
6. Enter the **Cash Advance ID** and click **Search** or click **Search** (with the ID field blank) to display all Cash Advances
7. Select the **Cash Advance ID** link to view the transaction
8. The Cash Advance is displayed in a read-only format
9. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
10. The **Action History** section displays any actions that have been taken on the transaction
FVSU Business Procedures for Creating, Viewing, and Modifying a Cash Advance
A Unit of the University System of Georgia

Modify Cash Advance
2. Select Employee Self-Service
3. Select Cash Advance
4. Select Create/Modify
5. On the Find an Existing Value tab, enter the Cash Advance ID and click Search or click Search (with the ID field blank) to display all Cash Advances available for modification.
6. Select the Cash Advance ID link to modify it.
7. Modify the Cash Advance in the same fashion as you created it.

Print Cash Advance
2. Select Employee Self-Service
3. Select Travel and Expenses
4. Select Cash Advance
5. Select Print
6. Enter the Cash Advance ID and click Search or click Search (with the ID field blank) to display all Cash Advances
7. Select the Cash Advance ID link to view the transaction
8. A read-only view of the Cash Advance is displayed
9. Select the View Printable Version link
10. A new window/tab will automatically open which will display the printed cash advance.
   Note: This may take several minutes
11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Cash Advance view page

Delete Cash Advance
2. Select Employee Self-Service
3. Select Travel and Expenses
4. Select Cash Advance
5. Select Delete
6. Enter the Cash Advance ID or click Search and locate the advance needing to be deleted
7. Put a checkmark in the appropriate box to select the cash advance you wish to delete
8. Select the Delete Selected Advance(s) button
9. The Delete Confirmation message is displayed