Modifying a Cash Advance in the Travel and Expense Module

You can only modify a Cash Advance that you have either “Saved for Later” or that has been sent back to you by an approver. Both types of these Cash Advances are considered to be in a Pending status.

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Cash Advance** link.
5. Click the **Modify** link.
6. Leave the **Search by** field blank.
7. Click the **Search** button to bring up a list of all of your Pending Cash Advances.
8. Select the Cash Advance you need to modify by clicking on the **Advance ID** link.
9. If an approver has sent this Cash Advance back to you for corrections, the approver’s comments will be towards the top of the Cash Advance. Make sure you correct or explain in the **Comments** field what the approver indicates.
10. Make any necessary edits to the Cash Advance.
11. Click the **Update Totals** button.
12. Click the **Submit** button.
13. Click the **OK** button to confirm submission.
14. Once you are returned to the Cash Advance page, click the **Printer Icon**.
    a. The system will open a second window. Do not close this window.
    b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
    c. Your Cash Advance will be displayed in this window.
    d. Use the Print icon to print a copy of your Cash Advance.
    e. Close the report window.
15. Click the **Home** link.