Viewing a Previously Submitted Cash Advance in the Travel and Expense Module

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 **View/Print** link.
6. Select the **Cash Advance** you need to view:
    a. If you know the entire Cash Advance ID, enter it in the **Search by** field and click the **Search** button.
    b. If you do not know the entire Cash Advance ID, make sure the **Search by** field is blank and click the **Search** button.
        i. A list of all of your Cash Advances will appear.
        ii. Select the one you want to view by clicking on the **Advance ID** link.
7. Note the Cash Advance is a read-only page.
8. Scroll towards to bottom to view the **Pending Actions** and **Action History** of this Cash Advance.
    a. Pending Actions: Approval levels who still need to act on the Cash Advance
    b. Action History: Displays any actions that have been taken on the Cash Advance
9. To print the Cash Advance, click on 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.
10. To view another Cash Advance:
    a. Click the **Return to Search** button to go back to your Search list, or
    b. Click the **Previous in List** or **Next in List** button to review either the preceding or subsequent Cash Advance in the list.