

EX.080.050 - Approving a Cash Advance

Purpose	<ul style="list-style-type: none"> • To Identify the three methods of reviewing and approving expense transactions. • Identify the options available to approvers of cash advances. • Approve a cash advance through the Worklist.
Description	<p>There are three methods which can be used to review and approve expenses transactions:</p> <ul style="list-style-type: none"> • Email Notification • Worklist • Summary Approval page <p>Approve, Deny, Send Back, and Hold are the options available to approvers of cash advances</p> <p>See business process EX.020.300, Understanding Approval Methods, for additional information.</p>
Security Role	BOR_EX_APPROVAL
Dependencies/Constraints	A travel authorization should be created before the cash advance is started.
Additional Information	Cash Advances are not used by all institutions.

Procedure

Below are instructions on how to approve cash advance.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Worklist link in the top right corner of the page.
4.	View Worklist details by clicking the Detail View link. Particularly, this will display the exact time each report was submitted (rather than just the date).
5.	Customize the way Worklist appears by clicking the Customize button.
6.	Transactions which need attention are displayed in the Worklist and can be selected by clicking an item in the Link column. The following naming convention is used: TAAproval - Travel Authorizations ERApproval - Expense Reports CAApproval - Cash Advances
7.	Click a Cash Advance (CAApproval) entry in the Link column.
8.	The Approve Cash Advance Report page will appear and should be reviewed by the approver for accuracy and compliance with the institution's set rules and regulations.
9.	Click the vertical scrollbar to navigate to the bottom of the page.
10.	Click the Approve button.
11.	Click the OK button.
12.	Click the OK button.