

EX.080.051 - Denying a Cash Advance

Purpose	- To identify what is required when a cash advance is denied. - To identify the results for the employee when their cash advance is denied. - To deny a cash advance through the Worklist.
Description	There are three methods which can be used to review and approve expenses transactions: - Email Notification - Worklist - Summary Approval page Approve, Deny, Send Back, and Hold are the options available to approvers of cash advances. Whenever a cash advance is denied, the approver must provide comments indicating the reason. An employee is not able to resubmit a cash advance once it has been denied. See business process EX.020.300, Understanding Approval Methods, for additional information.
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 deny a cash advance. In this example, the request includes the cost of meals, which is against this department's policy.

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 the 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.	The Worklist appearance can be customized by clicking the Customize button.
6.	Transactions which need attention are displayed in the Worklist and can be selected by clicking on an item in the Link column. The following naming convention is used: TAApapproval - Travel Authorizations ERApapproval - Expense Reports CAApapproval - Cash Advances
7.	Click a Cash Advance (CAApapproval) 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.	Provide an explanation in the Comments section in order to Deny a Cash Advance.
11.	Enter a reason in the Comments field. Ex) " Meals should not be included in cash advances for our department. "
12.	Click the Deny button.
13.	Click the OK button.
14.	Click the OK button.