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| Security Role | **BOR\_EX\_CASH\_ADV, BOR\_EX\_EMPLOY\_DATA, BOR\_EX\_MANAGER** |
| Responsibility/Role |  |
| File Name |  |
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## EX.060.017 - Viewing Cash Advance Accounting Entries

#### Trigger:

#### Concept

This topic demonstrates how to view cash advance accounting entries. The Cash Advance Accounting Entries page can be used to view Chartfields, currency details and journal information pertaining to a cash advance. In addition, if you have the right security access, you may be able to view the Employee Profile of the person who submitted the cash advance.

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify what can be reviewed on the Cash Advance Accounting Entries page.

- View cash advance accounting entries.

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| Assumptions |
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| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, we need to review the cash advance accounting entries for cash advance 0000000009. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **View/Adjust Accounting Entries** link. |
|  | Click the **Cash Advance Acctg Entries** link. |
|  | If you are searching for a particular Cash Advance, you may enter that transaction number in the begins with field. If you wish to search for all cash advances, you may click the **Search** button.  Click the **Search** button. |
|  | The **Cash Advance Acctg Entries** page lists cash advances which have accounting entries that can be viewed. |
|  | Notice the **Advance Status** column which will indicate the status of each cash advance. |
|  | Click an entry in the **Advance ID** column. |
|  | The **Cash Advance Acctg Entries** page can be viewed more easily if you close the menu pagelet.  To collapse the menu, click the **Collapse Menu** button at the top of the left menu bar.  Press [Enter] to **continue.** |
|  | If you click the **Employee Profile** button next to the User ID in the **ID** field, this will open up a new window with that employee's profile (if you have the security access). |
|  | If you click the **Cash Advance Detail** button next to the transaction number in the **Advance ID** field, a separate window will open which displays a view of the cash advance (if you have the security access). |
|  | Click the **View All** link. |
|  | Review the information on the **Chartfields** tab. |
|  | Click the **Currency** tab. |
|  | Review the information on the **Currency** tab. |
|  | Click the **Journal Information**tab once you have reviewed the information on the **Currency** tab. |
|  | Click the **Show all columns**button once you have reviewed the information on the Journal tab to see if the journals have been generated to GL. |
|  | Click the **horizontal** scrollbar to view the right side of the page. |
|  | Review the remainder of the page. |
|  | Congratulations. You have just completed the **Viewing Cash Advance Accounting Entries** topic. Below is a summary of the key concepts of this topic:  - The Cash Advance Accounting Entries page can be used to view Chartfields, currency details and journal information pertaining to a cash advance.  - If you have the proper security access, you may also be able to view the Employee Profile and the actual cash advance from the Cash Advance Accounting Entries page.  **End of Procedure.** |