**Introduction**

Lesson Description:

This lesson is designed to instruct end-users on how to enter Cash Advances in the PSFIN v9.2 Travel and Expense module.

Objectives and Tasks:

By the end of this lesson, participants will be able to successfully enter Cash Advances in the Travel and Expenses module in PSFIN v9.2. The tasks covered in this lesson include:

* Create Cash Advance from a Blank Report
* Define the fields on an Cash Advance
* Submit a Cash Advance for approval
* Apply an Approved Cash Advance to an Expense Report
* View a submitted Cash Advance
* Modify a Cash Advance
* Print an Cash Advances
* Delete an Cash Advances

Accompanying Materials:

* Cash Advances\_PPT
* Cash Advances\_Job Aids

**Creating a Cash Advance**

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| Slide 2 | Purpose of Cash Advance   * To help minimize the impact of business travel on employee personal finances * Unused portion of cash advance must be reimbursed to the institution * Very little has changed with Cash Advances in new version of PeopleSoft |
| Slide 3 | Creating a Cash Advance – Process   * Traveler enters Cash Advance online   + Traveler can scan and attach electronic copies of supporting documentation if needed * Traveler submits Cash Advance online   + Workflow sends submitted Cash Advance to first approver * Approver(s) approve/deny Cash Advance online * Final Approval comes from AP Auditor   + Makes it available for payment |
| Slide 4 | * After travel is completed, Traveler creates Expense Report online and applies Cash Advance to it   + If Cash Advance was more than incurred expenses, traveler reimburses institution   + If Cash Advance was less than incurred expenses, traveler receive reimbursement through expense report |
| Slide 5 | Important Notes About Cash Advances   * Chartfields on a cash advance may not be edited * Fund code must be populated * Institutions should inform travelers exactly what Fund Code, Program and Class fields to use for Cash Advances * Traveler should edit their User Profile to accommodate those Chartfields before creating the Cash Advance (see lesson on Accessing Travel and Expenses) |
| Slide 6 | Creating a Cash Advance   1. Access PSFIN Self-Service: <http://fprod-selfservice.gafirst.usg.edu>. 2. Select **Employee Self-Service** 3. Select **Cash Advance** 4. Select **Create/Modify** link (this link was previously named “Create” in old version) |
| Slide 7 | Cash Advance Fields   * Business Purpose: Purpose for the Cash Advance (mandatory) * Advance Description: Free text field to enter detailed description (mandatory) * Reference: Field not used * Notes: Use this icon/field to enter notes regarding the Cash Advance request * Attachments: Link for attaching supporting documentation * Source: Select Check or EFT Payment * Description: Indicate how the travel advance is to be used (i.e., 3 nights lodging, meals and mileage) * Amount: Requested Cash Advance amount   After entering information for Cash Advance:   * To save the Cash Advance without submitting it (to work on it later), select Save for Later * In order to submit, traveler must complete online verification step of checking box for “I certify the advances submitted are accurate and comply with expense policy.” * To submit the Cash Advance for approval, select Submit Cash Advance button |

**Applying a Cash Advance to an Expense Report**

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| Slide 8 | Applying a Cash Advance to an Expense Report   * When a Cash Advance is created, approved, and paid, Traveler must apply it to their Expense Report * This reconciles the Cash Advance * If the Cash Advance was more than incurred expenses, traveler must reimburse the institution the overage * If the trip the Cash Advance was designated for does not occur, the traveler must reimburse the institution the cash advance |
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| Slide 9 | Applying a Cash Advance to an Expense Report   * Traveler creates an Expense Report, inputting all incurred expenses * After adding all Expense Lines, traveler uses Actions drop down menu and selects “Apply/View Cash Advance(s) and clicks GO * Traveler locates Cash Advance to apply and selects it * Cash Advance ID and Total Applied populates on Apply Cash Advance page * Click OK to return to the Expense Report |
| Slide 10 | How to Apply a Cash Advance to an Expense Report   * Log into PSFIN Self Service and select **Employee Self Service** * Select **Travel and Expenses** * Select **Cash Advances** * Select **Create/Modify** * Create the Expense Report normally * After adding all Expense Lines, use the Actions drop down menu to select Apply/View Cash Advance and click GO |
| Slide 11 | * Search for and select Cash Advance to apply * If expenditures was less than the advance amount, reduce the amount in Total Applied and Update Totals * Totals will indicate what amount, if any, is due to the employee * Click OK * Complete the Expense Report and **submit** for approval |

**Working with Cash Advances**

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| Slide 12 | Working with Cash Advances   * Travelers are able to do the following with Cash Advances, depending on the status:   + View   + Modify   + Print   + Delete |
| Slide 13 | Viewing Cash Advances   * Travelers can view a Cash Advance as it goes through processing * The different statuses a Travel Authorization may have include:   + Pending (saved but not yet submitted)   + Submitted (for approval)   + Pending Approval (an Approver has placed it on hold for more time to review)   + Approved (approved for payment)   + Paid * Feature is helpful to verify information on a Cash Advance or just to check on its status * Navigation: Travel and Expenses > Cash Advance > View * Traveler enters an Cash Advance ID or leaves the field blank and click “Search” to display all of their Cash advances |
| Slide 14 | Modify a Cash Advance   * A Traveler can modify a Cash Advance as long as it has not been submitted for approval * Cash Advance must be in a “Pending” status in order to be modified (saved but not submitted) * Once a Cash Advance is in Workflow, it cannot be modified * Navigation: Travel and Expenses > Cash Advance > Create/Modify * On the Find and Existing tab, Traveler enters a Cash Advance ID or leaves the field blank and click “Search” to display all of their Cash Advances that are eligible for modification * Traveler modifies Cash Advance using same procedures as creating it |
| Slide 15 | Print a Cash Advance   * Travelers can print a Cash Advance at any stage in the process if needed * For the Traveler, when printing, the Cash Advance opens as a PDF file in a new tab/window * Navigation: Travel and Expenses > Cash Advance > Print * Traveler enters a Cash Advance ID or leaves the field blank and click “Search” to display all of their Cash Advance * Traveler selects the Print Cash Advance link on the read-only view of their Cash Advance – then use browser print function |
| Slide 16 | Delete a Cash Advance   * Traveler may delete a Cash Advance they have saved but not yet submitted * Only Cash Advance in a Pending status may be deleted * Navigation: Travel and Expenses > Cash Advance > Delete * Traveler enters a Cash Advance ID or leaves the field blank and click “Search” to display all of their Cash Advances eligible for deletion * Traveler selects the Cash Advance to delete and clicks “Delete Selected Advance(s) button * If a traveler has an approved Cash Advance for a trip that was canceled and will not be applied to an Expense Report, they must return the cash advance to the institution |