Expenses: Managing Cash Advance Requests

Overview

When an Employee submits a Cash Advance Request, it is sent to their respective line manager for approval. Line managers receive notifications each time a report is submitted that requires them to take an action. The line manager receives the full information of the request, including Comments, Attachments, and History.

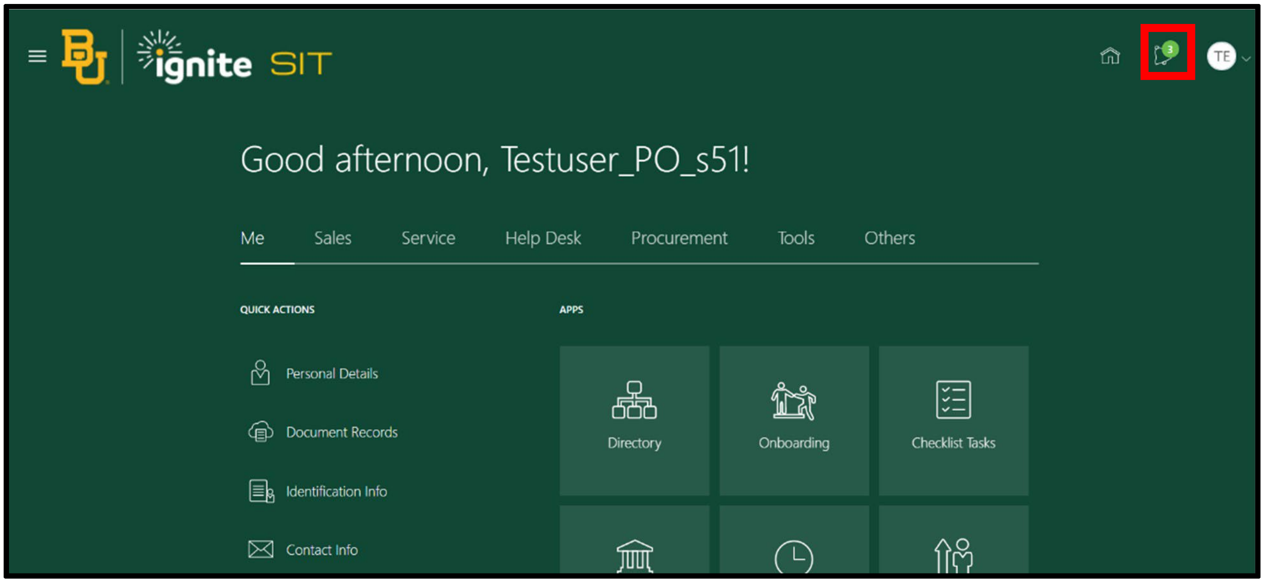
This job aid details the various actions a Line Manager can take on a submitted Cash Advance Request:

- Approve a Cash Advance
- Reject a Cash Advance
- Request more Information
- Reassign or Delegate a Cash Advance – this sends the request to a different user for review and approval.

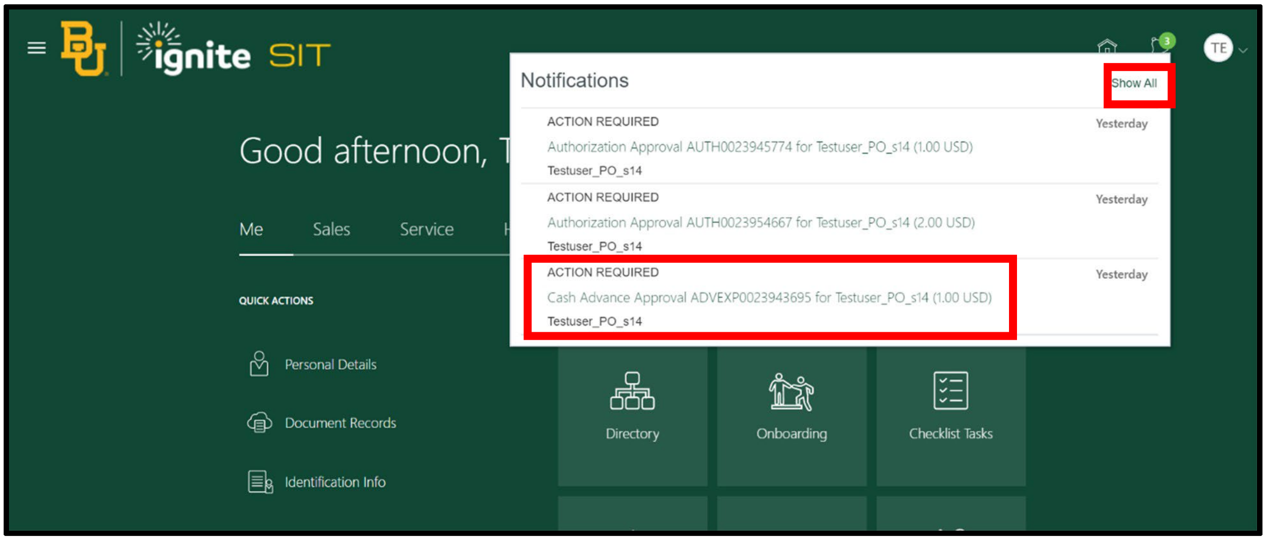
After the line manager approves a Cash Advance Requests it flows to the expense auditor for review before being processed.

1. Opening a Submitted Cash Advance Request

1. To view submitted **Cash Advance Requests**, click on the **Notifications Bell** in the top right corner of the screen.



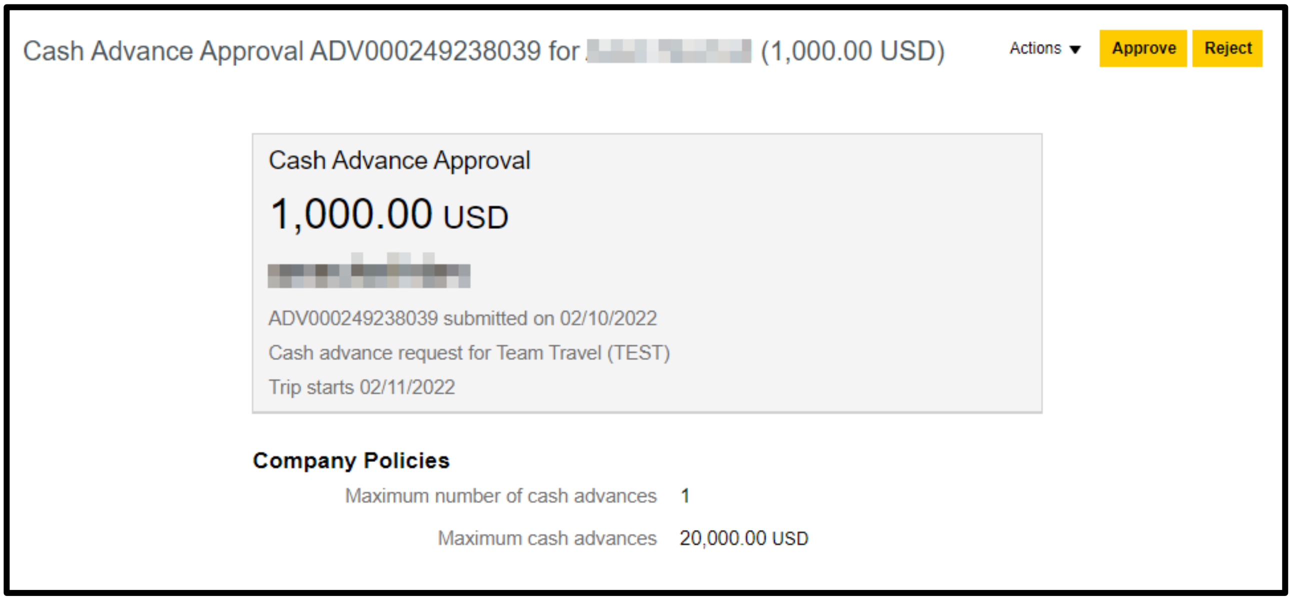
2. Select the **Cash Advance Request** you wish to manage by clicking on the link from the displayed list. If it is not showing in the most recent notifications, select **Show All** to view all the notifications available to you and select the link from there.



3. A **pop-up window** will open containing the selected **Cash Advance Request.**

2. Reviewing a Cash Advance Request

1. When your selected **Cash Advance Request** opens up, review the information displayed on the page. The page displays the amount the advance is for the reason for the cash advance, and the date the trip will begin.

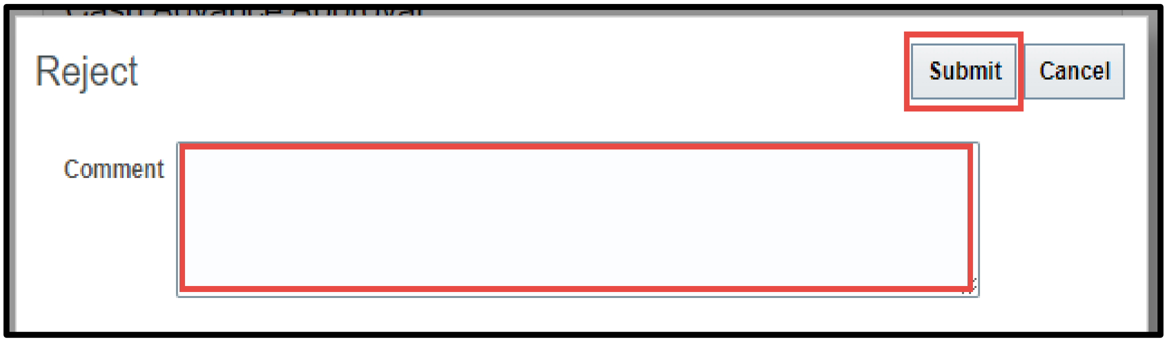


1. Click the **Approve** button in the top right corner to approve the request.

4. Reject a Cash Advance Request

1. Click the **Reject** button in the top right corner to reject the request.

2. A box will pop up requiring a comment for the rejection reason. This comment will be seen by the cash advance requester. Enter a comment and click **Submit**.



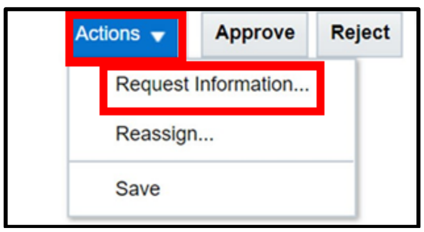
5. Request More Information from the Cash Advance Requestor.

If you wish to request information about the cash advance using the in-system workflow without returning the task for modifications, you can request more information.

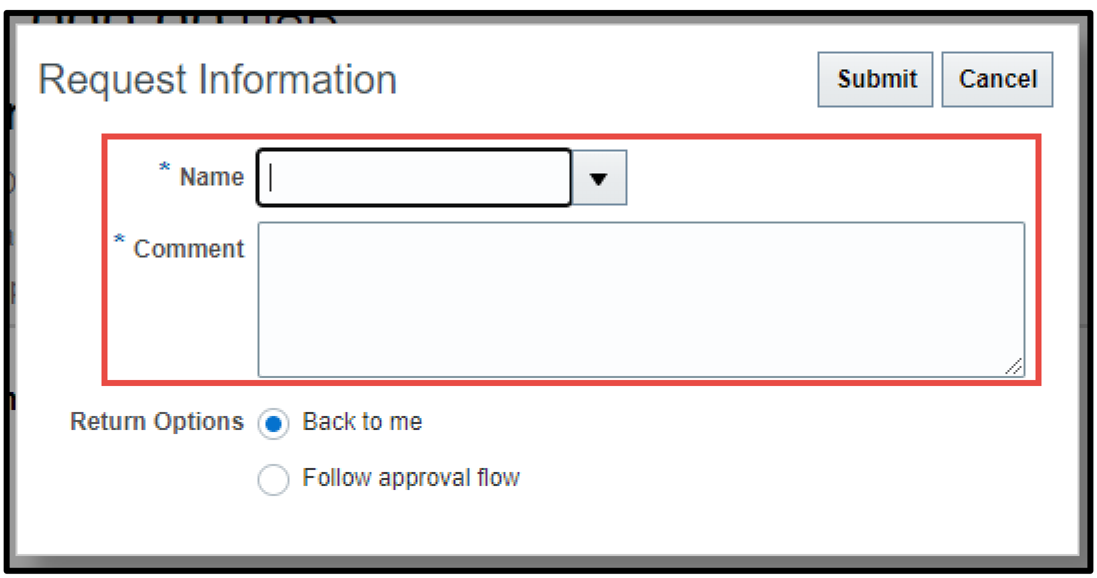
Note, that if request information is used, the approval task is still with the line manager, and the requester can only enter a comment and submit their reply. They cannot modify the report.

If changes need to be made to the cash advance, the advance should be rejected so the requester can modify and resubmit.

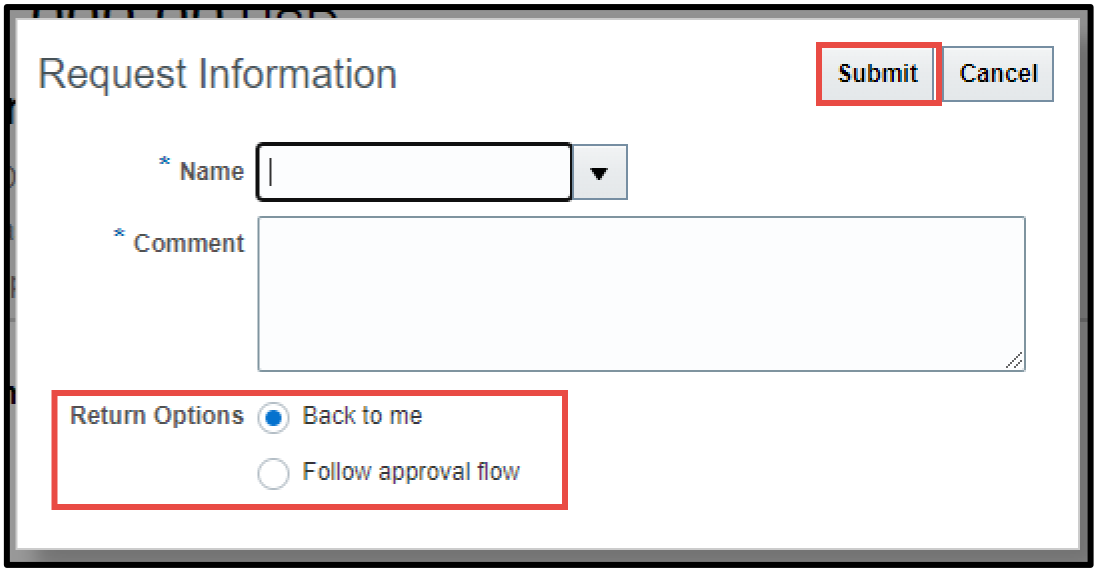
1. Click the **Actions** drop down in the top right corner and select **Request More Information**.



2. Choose whether you want the information to come from the **requester**, or a different user by entering a name. Enter your **Information Request** in the **Comments Text Box**.



3. Choose whether you want the response to route directly back to you, or if you would like to require subsequent participants to retake action (only applies if task was routed to multiple approvers). Then click **Submit** to send the request for more information.

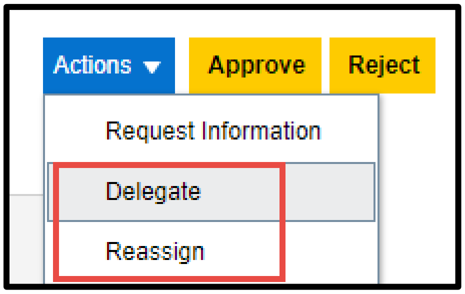


4. The information request must be acted on by the person it was routed to before the task can be approved and move forward. If the request is not acted on, the original requester can withdraw the cash advance and resubmit to restart workflow.

6. Reassign/Delegate the Cash Advance Request

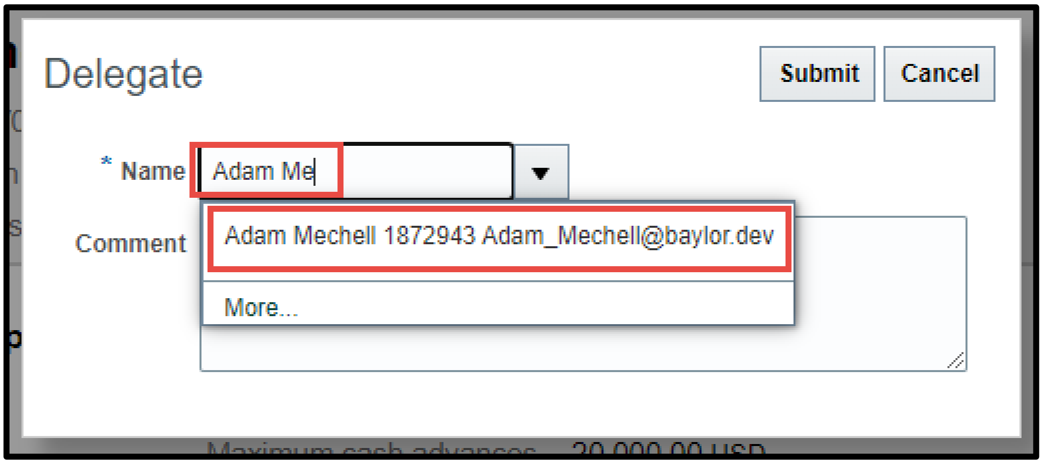
1. Click the **Actions** drop down in the top right corner and select either
    - **Delegate** (allows specified user to act on your behalf with your approval authority)
    - **Reassign** (transfer task to another user that has their own approval authority).

Note, generally delegating the task is preferable since that ensures the individual will be able to take action if they do not have the appropriate system privileges. By delegating the task, you are giving the individual authority to act on your behalf for the task.

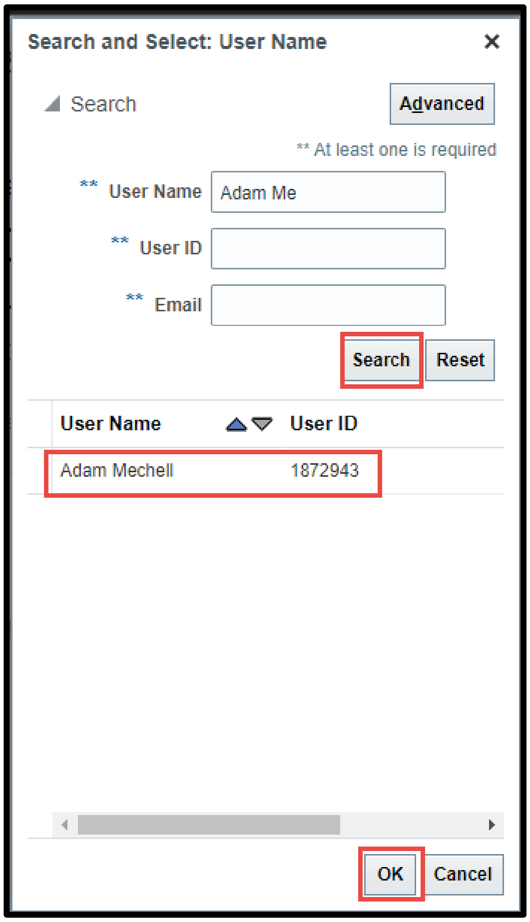


2. When the Delegate/Reassign box opens, you must enter the name of the individual to send the task to.

You can type directly into the box to search, then click the name when it appears below to select or click **More** to open an advanced search.



3. If using the advanced search, populate one of the three input fields (case matters), then click **Search**. **Click the employee name**. Then click **OK**.



4. Enter a **comment**, then click **submit**.

The delegated user now has the ability to review, and either approver or reject the report on behalf of the original approver. If the report was reassigned, the reassigned user would need their own approval authority to approver or reject the report.