FVSU Business Procedures for Creating, Viewing, and Modifying a Cash Advance
A Unit of the University System of Georgia

Process Name: Creating, Viewing, and Modifying an Expense Report	**Date Created**: 2/18/2020
Functional Area: Accounting Services	**Last Updated**: 2/18/2020
Purpose: To outline the process of creating and managing a cash advance within PeopleSoft Financials	
Reviewed By <or> Reviewed By:	Director of Accounting Services
Process Frequency:	As Needed
Prerequisite Process: N/A	
Corresponding Policy:	

Create a Cash Advance (Classic View)

1. Log into PeopleSoft Self Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **NavBar Icon** (last icon in top right)
3. Select **Navigator**
4. Select **Employee Self-Service**
5. Select **Travel and Expenses**
6. Select **Cash Advances**
7. Select **Create/Modify**
8. On the **Add a New Value** tab, ensure your EmplID is populated in the **User** field and select the **Add** button
9. Select the appropriate **Business Purpose** in the drop down list
10. Enter a description for the business purpose in the **Advance Description** field
11. If needed, you can add attachments to your Cash Advance by selecting the **Attachments** link
12. Select the method in which you wish to receive the cash advance in the **Source** drop down list
13. In the **Description**, indicate how the Cash Advance is going to be used (i.e., 3 nights lodging, meals and mileage)
14. Enter the requested cash advance amount in the **Amount** field
15. If needed, you can select **Save For Later** if you are not ready to submit. If you are ready to submit, check the **box** to acknowledge the submission statement “By checking this box, I certify the advances submitted are accurate and comply with expense policy.”
16. Select the **Submit Cash Advance** button (becomes enabled after checking the submission statement box)
17. Click **OK**

Create an Expense Report from a Paid Cash Advance

1. Log into PeopleSoft Self Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Reports**

5. Select **Create/Modify**
6. Add all expense lines for the Expense Report
7. From the **Actions** drop down menu in the upper right corner of the page, **select Apply/View Cash Advance(s)** and click **GO**
8. Enter the **Cash Advance ID** or use the **Look Up** icon
   a. If using the Look Up icon, select an "**Advance**" and click **OK**
   b. The Cash Advance ID and Total Applied will populate on the Apply Cash Advance(s) page
   c. Click **OK** to return to the Expense Report
9. Submit the Expense Report

Create an Expense Report from a Paid Cash Advance and an Approved Travel Authorization

1. Log into PeopleSoft Self Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Expense Reports**
5. Select **Create/Modify**
6. From the **Quick Start** menu that reads "**Populate From**" in the upper right corner of the page, select **A Travel Authorization** and click **GO**.
7. In the window that displays, select the Travel Authorization you wish to apply.
8. The Travel Authorization lines are applied to the Expense Report
   a. Make any necessary changes to the Expense Report
9. From the **Actions** drop down menu in the upper right corner of the page, select **Apply/View Cash Advance(s)** and click **GO**
10. Enter **the Cash Advance ID** or use the **Look Up** icon
    a. If using the Look Up icon, select an "**Advance**" and click **OK**
    b. The Cash Advance ID and Total Applied will populate on the Apply Cash Advance(s) page
    c. Click **OK** to return to the Expense Report
11. Submit the Expense Report

View Cash Advance

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Cash Advance**
5. Select **View**
6. Enter the **Cash Advance ID** and click **Search** or click **Search** (with the ID field blank) to display all Cash Advances
7. Select the **Cash Advance ID** link to view the transaction
8. The Cash Advance is displayed in a read-only format
9. The **Approval History** section displays the approval levels and names of the approvers (if not pooled) which are still required for the transaction
10. The **Action History** section displays any actions that have been taken on the transaction

Modify 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**
5. On the **Find an Existing Value** tab, enter the **Cash Advance ID** and click **Search** or click **Search** (with the ID field blank) to display all Cash Advances available for modification.
6. Select the **Cash Advance ID** link to modify it.
7. Modify the Cash Advance in the same fashion as you created it.

Print Cash Advance

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Cash Advance**
5. Select **Print**
6. Enter the **Cash Advance ID** and click **Search** or click **Search** (with the ID field blank) to display all Cash Advances
7. Select the **Cash Advance ID** link to view the transaction
8. A read-only view of the Cash Advance is displayed
9. Select the **View Printable Version** link
10. A new window/tab will automatically open which will display the printed cash advance. *Note*: This may take several minutes
11. Use the print function on your browser to print the report after it displays
12. When you have finished viewing and/or printing the report, close the report window to return to the Cash Advance view page

Delete Cash Advance

1. Access PSFIN Self-Service: http://fprod-selfservice.gafirst.usg.edu.
2. Select **Employee Self-Service**
3. Select **Travel and Expenses**
4. Select **Cash Advance**
5. Select **Delete**
6. Enter the **Cash Advance ID** or click **Search** and locate the advance needing to be deleted
7. Put a checkmark in the appropriate box to select the cash advance you wish to delete
8. Select the **Delete Selected Advance(s)** button
9. The Delete Confirmation message is displayed