

## How to Certify and Approve a Cash Advance (CA) Job Aid

1. The **creator** creates the cash advance in PeopleSoft and submits through workflow
2. PeopleSoft automatically generates e-notification. E-notification is sent to the **employee** and the **approver** requesting immediate action on the request.
3. The employee certifies the cash advance in PeopleSoft (required).
4. Accessing the certification can be done by:
  - Direct access link included in e-notification (recommended)
  - Using the Worklist in PeopleSoft

Both methods require logging into PeopleSoft

### How to Use the Direct Access Link (Recommended)

Below is an example of the email sent from PeopleSoft with the direct access


From: [first.lastname@utsa.edu](mailto:first.lastname@utsa.edu) [ first.lastname@utsa.edu ]  
Sent: Wednesday, September 14, 2016 3:04 PM  
To: [first.lastname@utsa.edu](mailto:first.lastname@utsa.edu)  
Subject: Approval Request for cash advance for TEST for Lastname, First.

A cash advance request has been submitted that requires your attention:

Employee ID: 6001234567  
Employee Name: Lastname, First.  
Submission Date: 2016-09-14  
Advance Description: TEST  
Advance ID: 0000004038  
Business Purpose: TRV-Fund Raising  
Reimbursement Amount: 20.00 USD

You can navigate directly to the page for more information by clicking the link below:

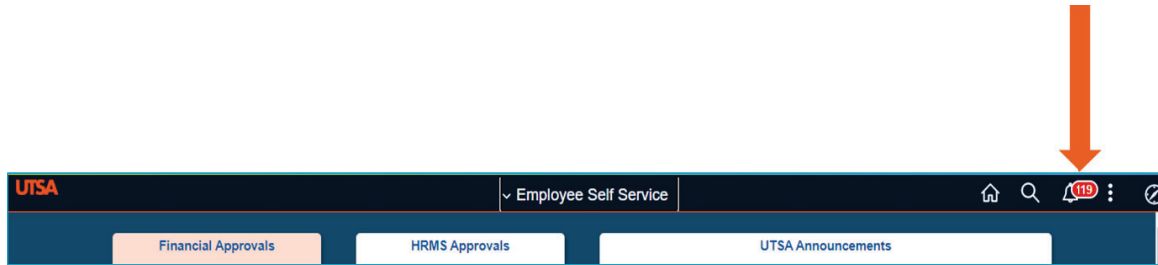
[https://zap-ga.shared.utsystem.edu/psp/ZAPQA/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_ADV\\_APPR.GBL?Page=TE\\_ADVANCE&Action=U&ADVANCE\\_ID=0000004038](https://zap-ga.shared.utsystem.edu/psp/ZAPQA/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_ADV_APPR.GBL?Page=TE_ADVANCE&Action=U&ADVANCE_ID=0000004038)



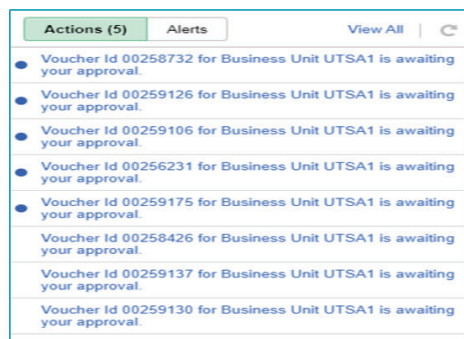
# UTSA Disbursements & Travel Services

## How to Use the Worklist Access

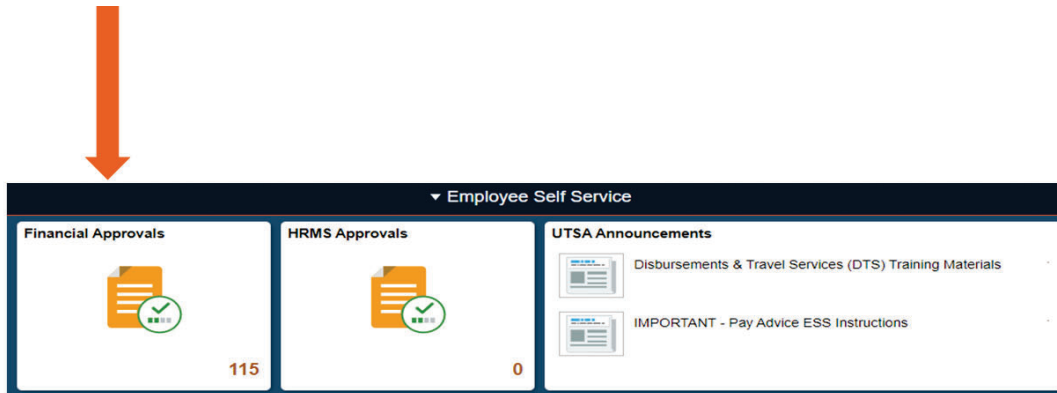
Click the **Bell** icon in the upper right-hand corner of the PeopleSoft landing page



Identify transaction



Click the **Financial Approvals** tile:



# UTSA Disbursements & Travel Services

## Traveler/Employee Certification

The traveler/employee must review the cash advance and certify it by clicking **Reviewed**.

Approve Cash Advance

Janie Doe  
Business Purpose: TRV-Attend Meeting, Conf, etc.  
Advance Description: For Lodging & Transportation  
Report: 0000009062 Submitted for Approval  
Reference: 0000123456  
\*Accounting Date: 11/06/2020 Accounting: STANDR  
Post State: Not Applied  
Comment: TA #0000123456  
Urgency: Travel Dates: 12/06-11/20  
Created: 11/06/2020 Janie Doe  
Last Updated: 11/06/2020 Janie Doe  
User Defaults

Cash Advance View Printable Version Workflow History Notes Attachments

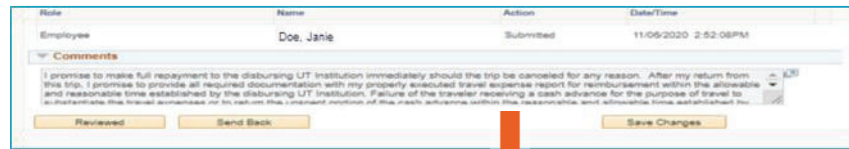
*Source	Description	*Amount	Currency
Payment	LODGING	250.00	USD
<input type="checkbox"/> Apply Tax <a href="#">Accounting Details</a>			
Payment	TRANSPORTATION	120.00	USD
<input type="checkbox"/> Apply Tax <a href="#">Accounting Details</a>			
<b>Totals</b> Advance Amount 370.00 USD			
<b>Approval History</b>			
Submitted Renee Canete Employee Certification Renee Canete Supervisor Approval Nora Compean Travel Approval (Pooled) Payment			
Role	Name	Action	Date/Time
Employee	Doe, Janie	Submitted	11/06/2020 2:52:08PM
<b>Comments</b>			
<p>I promise to make full repayment to the disbursing UT Institution immediately should the trip be canceled for any reason. After my return from this trip, I promise to provide all required documentation with my properly executed travel expense report for reimbursement within the allowable and reasonable time established by the disbursing UT Institution. Failure of the traveler receiving a cash advance for the purpose of travel to substantiate the travel advances or to return the unspent portion of the cash advance within the reasonable and allowable time established by</p>			
<input type="button" value="Reviewed"/> <input type="button" value="Send Back"/> <input type="button" value="Save Changes"/>			



# UTSA Disbursements & Travel Services

## Traveler/Employee Certification Promissory Note

By clicking **Reviewed**, the **traveler/employee** certifies the cash advance is correct and agrees to the promissory note:



Role	Name	Action	Date/Time
Employee	Doe, Janie	Submitted	11/05/2020 2:52:08PM

**Comments**

I promise to make full repayment to the disbursing UT Institution immediately should the trip be canceled for any reason. After my return from this trip, I promise to provide all required documentation with my properly executed travel expense report for reimbursement within the allowable and reasonable time established by the disbursing UT Institution. Failure of the traveler receiving a cash advance for the purpose of travel to substantiate the travel expenses or to return the unspent portion of the cash advance within the reasonable and allowable time established by the disbursing UT Institution, will have the advance reported as income subject to applicable payroll withholding tax in accordance with IRS regulations (IRS Fringe Benefits Guide: <https://www.irs.gov/uac/About-Publication-15B>).

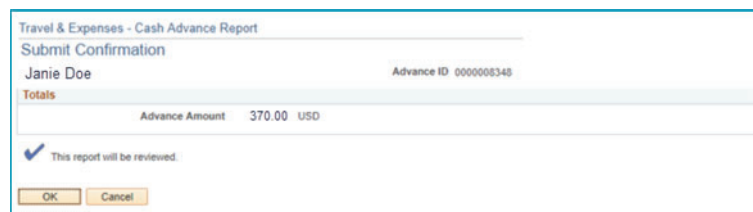
I certify that all estimated expenses included in this request are true and correct and for the benefit of the disbursing UT Institution or respective funding agency in connection with official UT business and not for personal use, in accordance with the disbursing UT Institution's travel guidelines.

I promise to make full repayment to the disbursing UT Institution immediately should the trip be canceled for any reason. After my return from this trip, I promise to provide all required documentation with my properly executed travel expense report for reimbursement within the allowable and reasonable time established by the disbursing UT Institution. Failure of the traveler receiving a cash advance for the purpose of travel to substantiate the travel expenses or to return the unspent portion of the cash advance within the reasonable and allowable time established by the disbursing UT Institution, will have the advance reported as income subject to applicable payroll withholding tax in accordance with IRS regulations (IRS Fringe Benefits Guide: <https://www.irs.gov/uac/About-Publication-15B>).

I certify that all estimated expenses included in this request are true and correct and for the benefit of the disbursing UT Institution or respective funding agency in connection with official UT business and not for personal use, in accordance with the disbursing UT Institution's travel guidelines.

Submit confirmation

- Click **OK**



Travel & Expenses - Cash Advance Report

Submit Confirmation

Janie Doe Advance ID 000008348

Totals	
Advance Amount	370.00 USD

This report will be reviewed.

# UTSA Disbursements & Travel Services

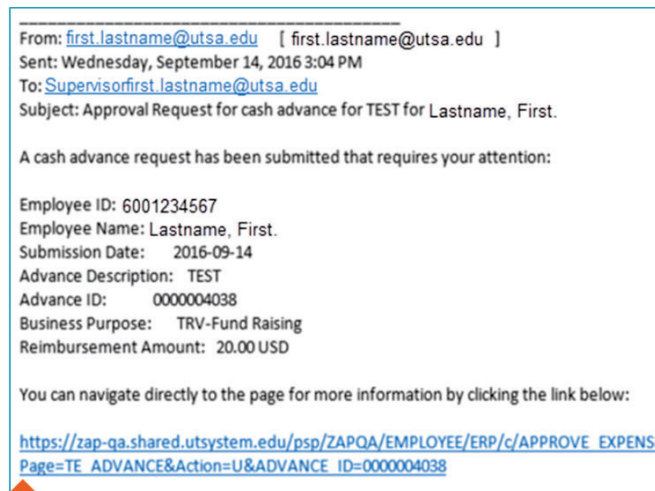
## Supervisor Approval

Supervisory access to approve can be done by:

- Direct access link included in e-notification (recommended)
- Using Worklist in PeopleSoft

Both methods require individual logging into PeopleSoft

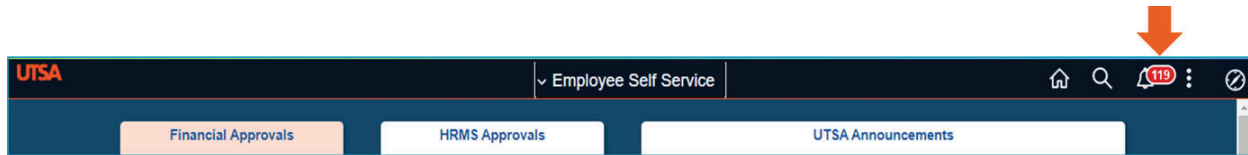
Once the employee certifies the cash advance, an e-notification is automatically generated in PeopleSoft and sent to the next level approver requiring immediate action:



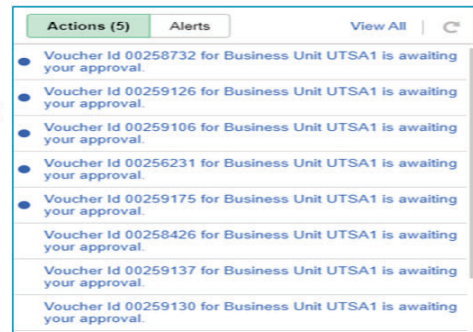
A direct access link is included on the e-notification

# UTSA Disbursements & Travel Services

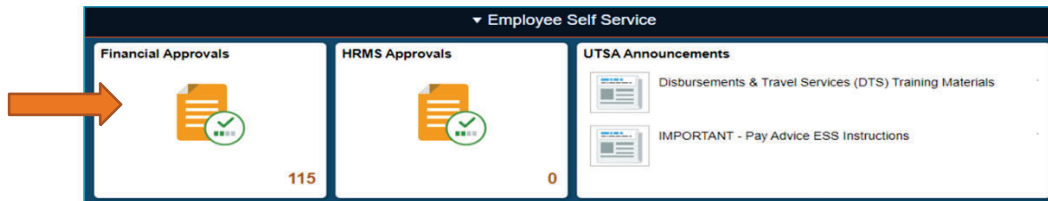
Click the **Bell** icon in the upper right corner of the PeopleSoft landing page.



Identify transaction



Click the **Financial Approvals** tile:



The screenshot shows the 'Pending Approvals' page. It has a sidebar on the left with filters for 'View By' and 'Type'. The main area displays a table of pending transactions.

View By	Type	Count
All		79
Cash Advance		1
Voucher		78

Amount	USD	Transaction ID	Employee Name	Status
1,500.00	USD	UTSA1 / 00254767 / 1 Cheryl Lange	Cheryl Lange	Routed 08/14/2020
24,915.00	USD	UTSA1 / 00257616 / FY2021-02 Ulises Alvarez	Ulises Alvarez	Routed 09/18/2020
2,100.00	USD	UTSA1 / 00257805 / Team TrvlAdv-UTSA vs UAB Therese Wagner	Therese Wagner	Routed 09/21/2020
1,200.00	USD	UTSA1 / 00257810 / Team Trvl Adv-UTSA vs Army Therese Wagner	Therese Wagner	Routed 09/21/2020

The supervisor must review the cash advance and supporting documentation (if applicable) before approving.

# UTSA Disbursements & Travel Services

Click **Approve**

Approval Header Detail

Travel Authorization

Johnny Doe  
177.00 USD

Header is pending your approval  
In Process - Bill Kidd

**Approve** Terminate More

Summary

Name	Johnny Doe	Authorization ID	0900125230	Submitted for Approval
Total Amount	177.00 USD	Date From	05/10/19	
Travel Auth Description	TEST	Date To	05/10/19	
Business Purpose	TRV-Fund Raising	Submission Date	05/10/19	
		Updated on	05/10/19 - 11:54 AM	

Lines

Date/Expense Type	Amount	
05/10/19 TR in State-Mileage	116.00 USD	>
05/10/19 TR in State-Meal Per Diem	61.00 USD	>

Approver Comments

Approval Chain >

Add comments and click **Submit**:

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Approve

## DTS Approval Process:

1. Once the supervisor approves the cash advance, an e-notification is sent to DTS for final approval.
2. DTS notifies the travel advance recipient by phone or email when the travel advance is available for pickup (if check), or when it has been processed (typically four business days before the travel start date). Please plan accordingly.
3. The traveler and the submitter will receive an e-notification from PeopleSoft when the cash advance has been approved for payment.