

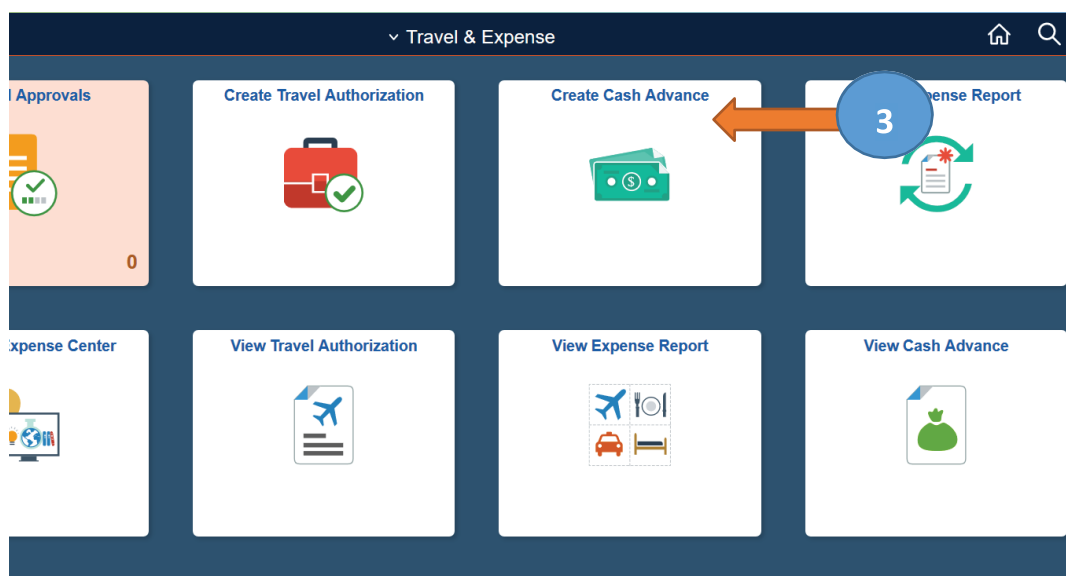
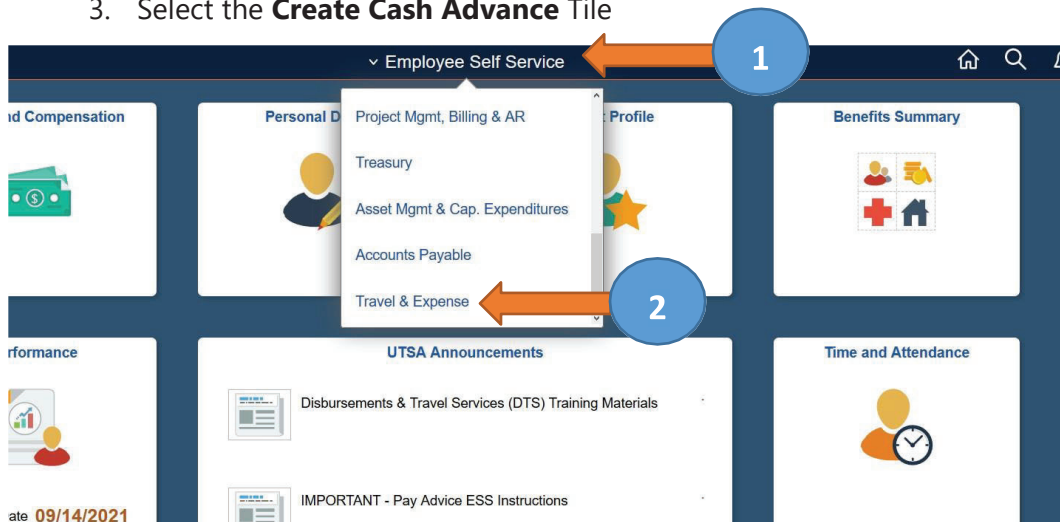
How to Create a Cash Advance in PeopleSoft Travel & Expense (T&E) Module Job Aid

The PeopleSoft Travel & Expense module can be accessed by using navigation tiles or through the travel and expense center.

Accessing Travel & Expense Module Using Navigation Tiles

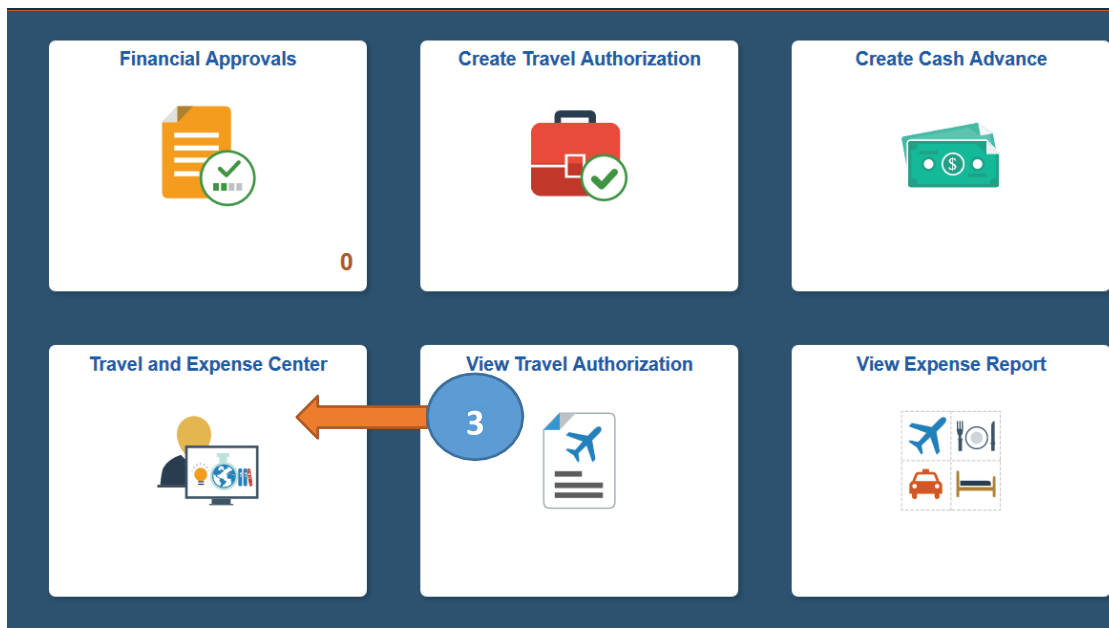
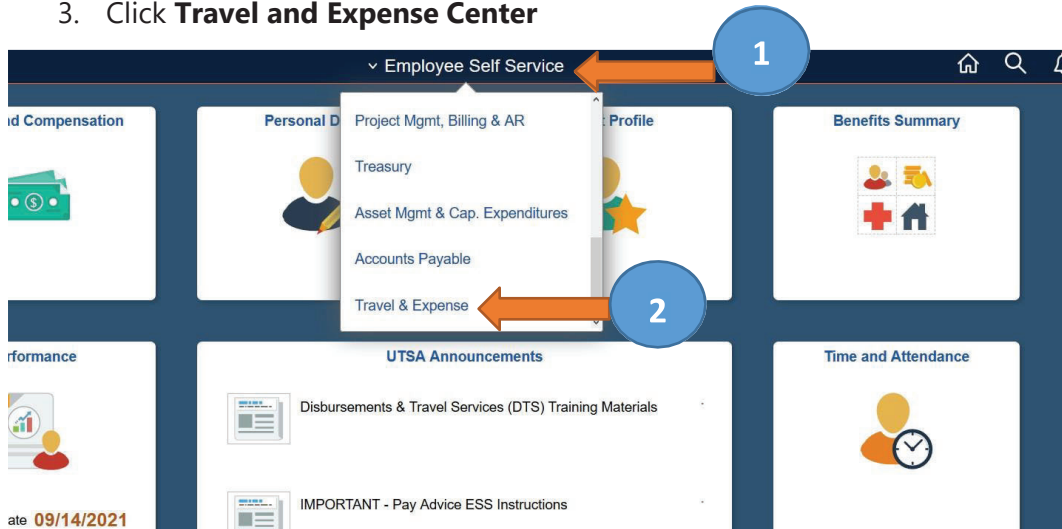
Option 1:

1. At the PeopleSoft landing page, click on the **Employee Self-Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Select the **Create Cash Advance** Tile



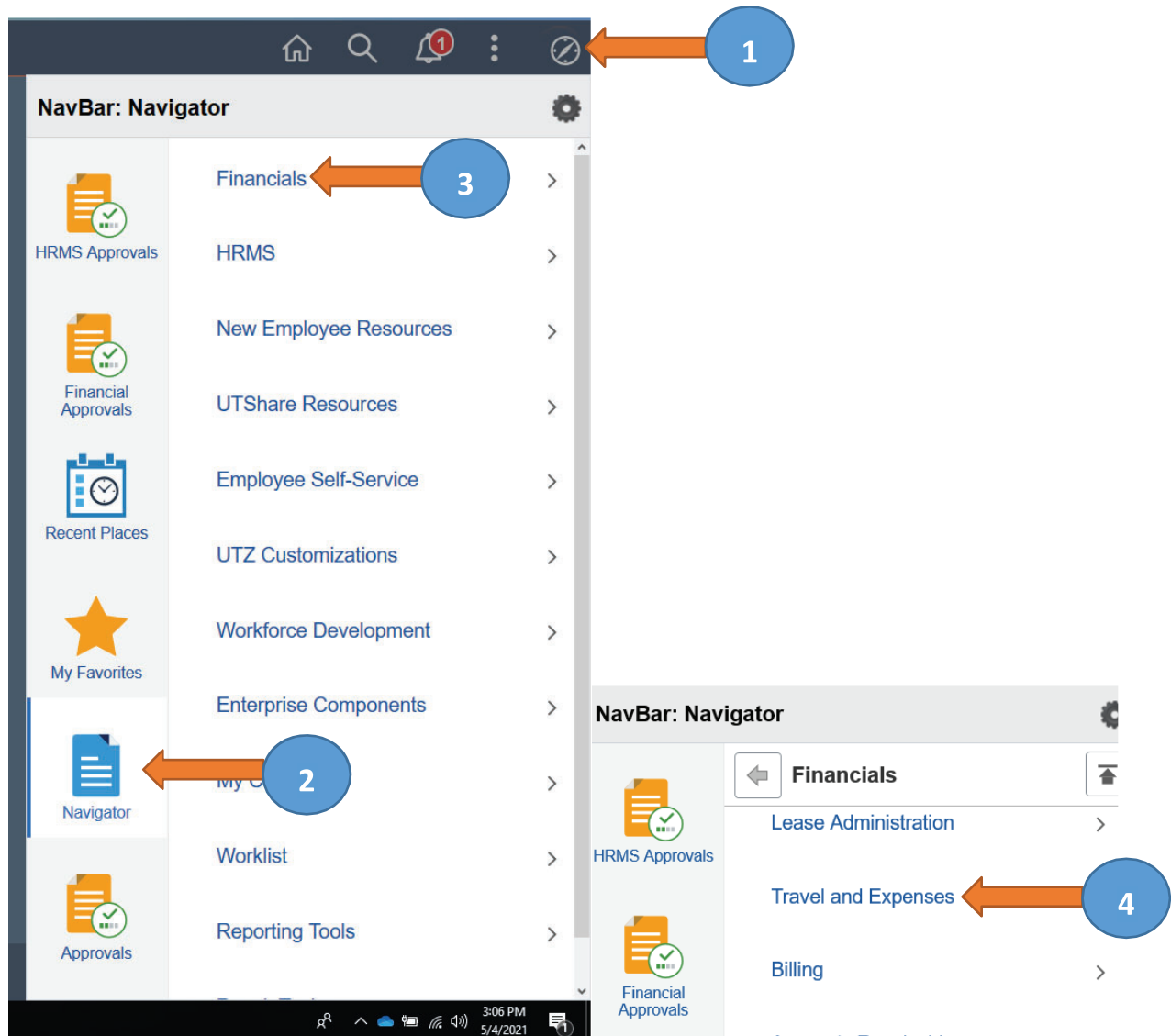
Option 2:

1. At the PeopleSoft landing page, click on the **Employee Self-Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Click **Travel and Expense Center**



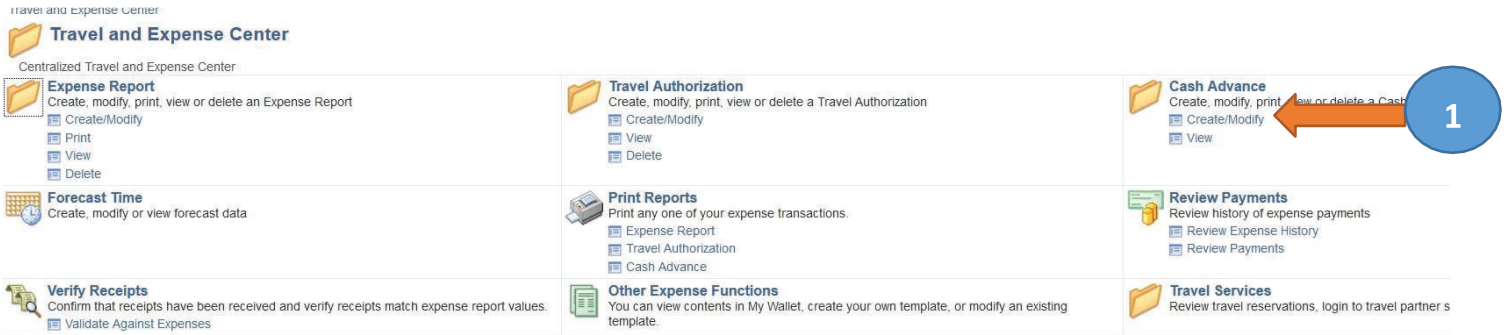
Option 3:

1. At the PeopleSoft landing page, click on the **Compass** image
2. Select the **Navigator** icon
3. Click on **Financials**
4. Scroll down and select **Travel and Expenses**

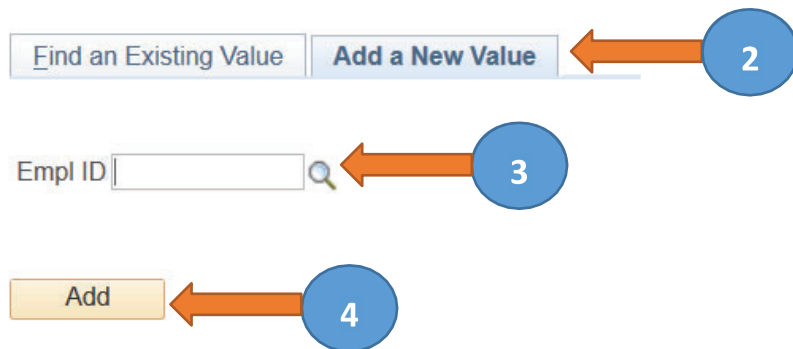


Option 4: Using the Travel and Expense Center

1. From **Cash Advance** folder, select **Create/Modify**
2. Click on **Add a New Value**
3. Enter Empl ID (or search by clicking on the magnifying glass)
4. Click **Add**



Cash Advance



Advance to next page for instructions on Creating a Cash Advance Request

Creating a Cash Advance Request

1. Select **Business Purpose**
2. Enter **Advance Description**
3. Enter the approved **Travel Authorization** number as the Reference (for example, 0000001234). Leave blank if not travel-related.
4. Add **Attachments** (TAR, copy of budget for group travel, approved IRB, participant advance form)
5. Select **Payment** as the Source
6. Enter **Description**
7. Enter **Amount** of expense
8. Click on **Accounting Details** and the ChartFields lines auto-populate with employee salary funding information. **Be sure to change to the appropriate funding source.**
9. Click on plus (+) to **add lines** or minus (-) to **delete**. Add a line for each expense type.
10. Review and/or verify correct **Fund, Dept, Function, Cost**. The **Account** (general ledger account code) automatically populates to 11650 (Accts Recv. Employee Travel Advance)
11. Verify the **Total Advance Amount**
12. Click **Submit Cash Advance** for approval when complete
13. Click **OK** to submit or select **Cancel** to go back to the previous page
14. The Cash Advance has been submitted and a **Report number** has been issued

Advance to next page for PeopleSoft screen examples.

UTSA Disbursements & Travel Services

John Smith

*Business Purpose TRV-Attend Meeting, Conf, etc. **1**

*Advance Description Lodging and Meals **2**

*Accounting Date 05/13/2021 **3**

Reference 000001234 **3**

User Defaults
Import ATM Advances

Cash Advance **4** View Printable Version Notes Attachments **4**

*Source	Description	*Amount	Currency
Payment 5	Lodging 6	350.00	7

Accounting Details **8**

ChartFields

GL Unit	Account	Fund	Dept	Program	Function	Cost Center	Affiliate
UTSA1	11650	2100	BFA001		700	EGX007	

Step10: Change to appropriate funding source

Payment 5	Meals 6	94.50	7
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Accounting Details

ChartFields

GL Unit	Account	Fund	Dept	Program	Function	Cost Center	Affiliate
UTSA1	11650	2100	BFA001		700	EGX007	

Step10: Change to appropriate funding source

Totals

Advance Amount 444.50 USD **11**

Submit Cash Advance **12**

Create Cash Advance

Submit Confirmation

John Smith

Totals

Advance Amount 444.50 USD

OK Cancel **13**

View Cash Advance

Jane Smith

Your cash advance 0000009982 has been submitted for approval.

Business Purpose TRV-Attend Meeting, Conf, etc.

Advance Description For Lodging & Transportation

Accounting Date 11/06/2020

Comment TA #0000123456
Travel Dates: 12/09-11/20

Report 0000009982 Submission in Process **14**

Reference 0000123456

Post State Not Applied

Created 11/06/2020 Jane Smith

Last Updated 11/06/2020 Jane Smith

User Defaults

Cash Advance View Printable Version Workflow History Notes Attachments

*Source	Description	*Amount	Currency
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Creator Checklist:

1	Complete a Travel Advance Request (TAR) form if over \$10k and obtain all required signatures
2	Check funding source in employee's profile
3	Create/submit a cash advance request in PeopleSoft
4	For travel advances , submit electronic cash advance request to DTS no later than ten business days prior to trip departure date
5	Travel advances will be issued to the traveler at least four business days before travel departure date.