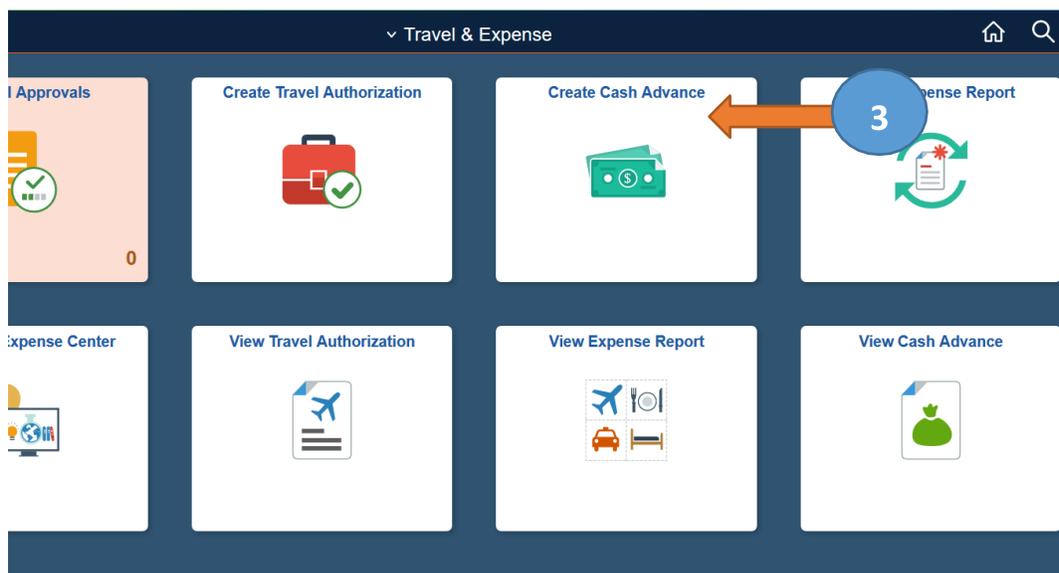
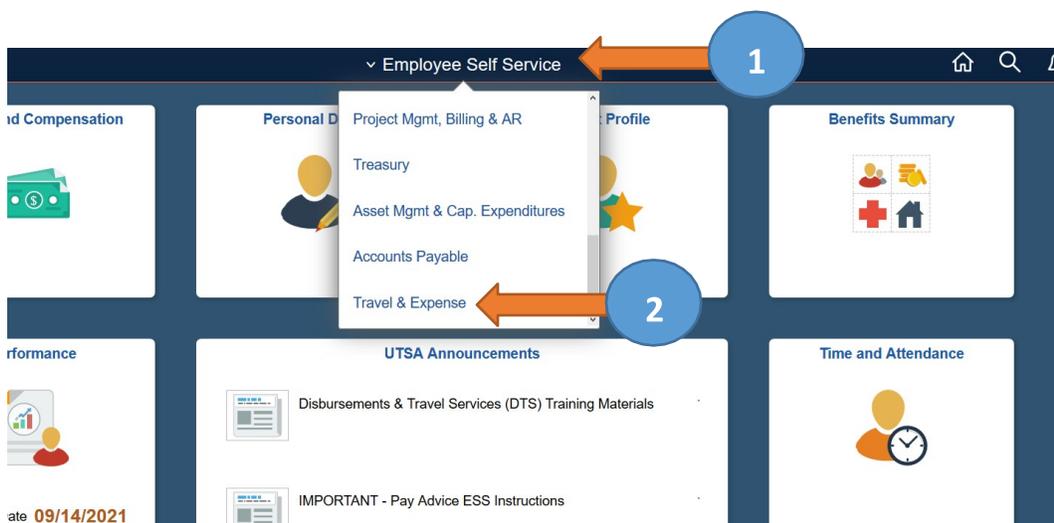


How to Create a Cash Advance in the PeopleSoft Travel & Expense (T&E) Module Job Aid

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

Option 1:

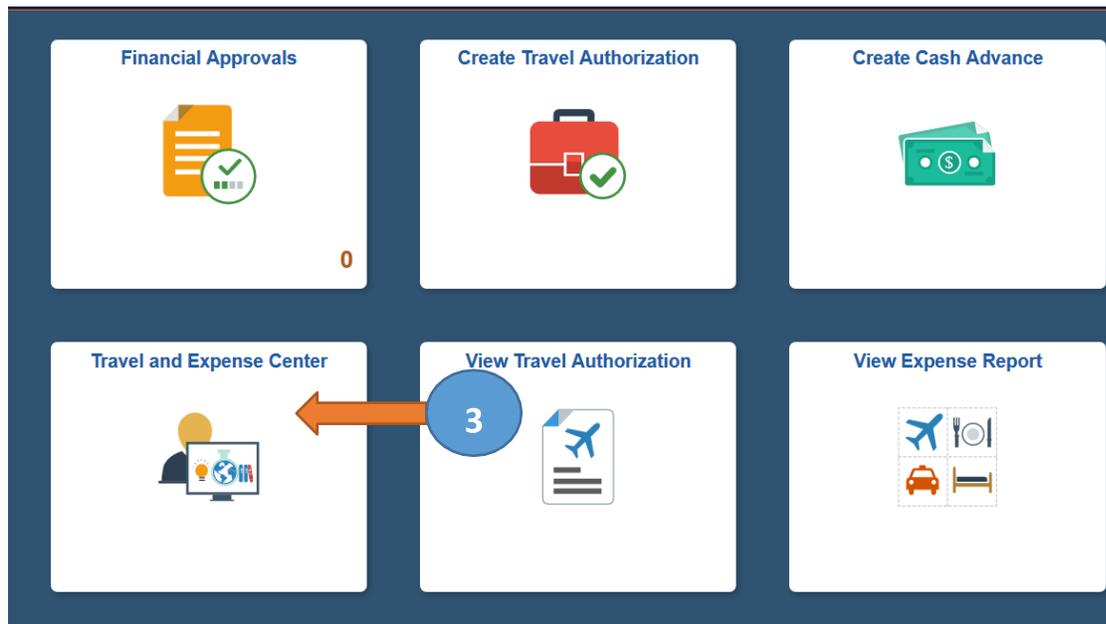
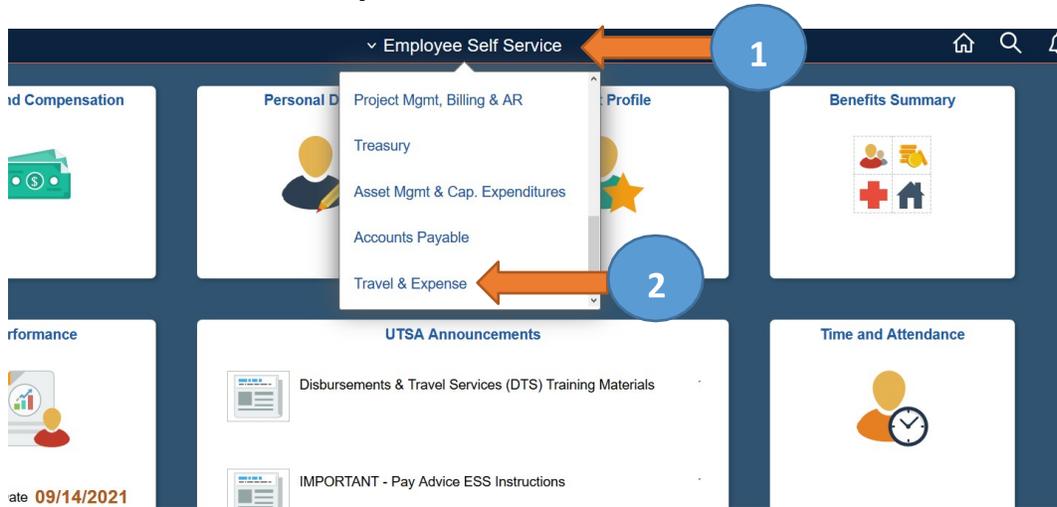
1. At the PeopleSoft landing page, click on the **Employee Self Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Select the **Create Cash Advance** Tile



UTSA Disbursements & Travel Services

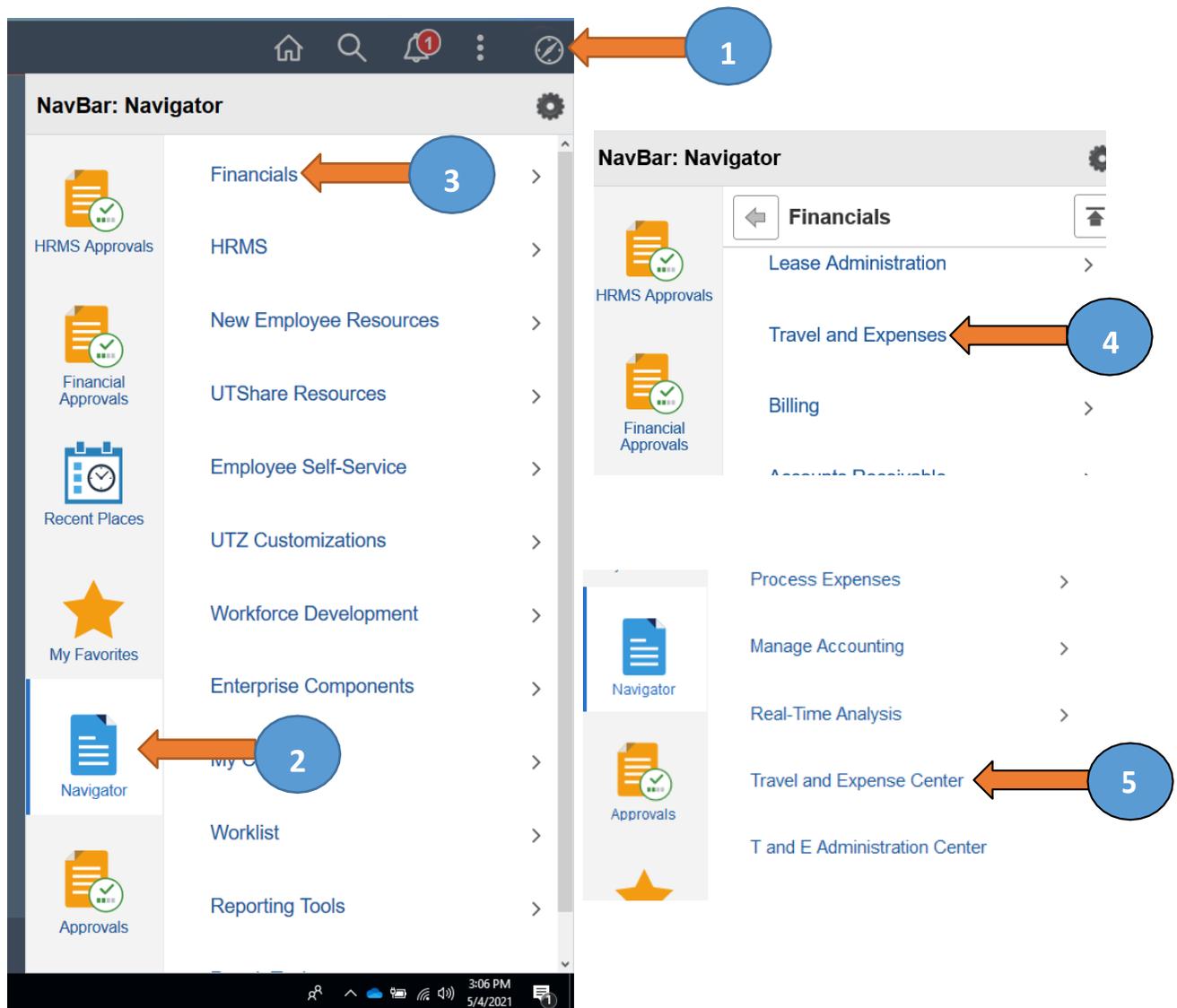
Option 2:

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**
5. Scroll down and select **Travel and Expense Center**



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**

Travel and Expense Center

Travel and Expense Center

Centralized Travel and Expense Center

Expense Report Create, modify, print, view or delete an Expense Report Create/Modify Print View Delete	Travel Authorization Create, modify, print, view or delete a Travel Authorization Create/Modify View Delete	Cash Advance Create, modify, print, view or delete a Cash Advance Create/Modify View
Forecast Time Create, modify or view forecast data	Print Reports Print any one of your expense transactions. Expense Report Travel Authorization Cash Advance	Review Payments Review history of expense payments Review Expense History Review Payments
Verify Receipts Confirm that receipts have been received and verify receipts match expense report values. Validate Against Expenses	Other Expense Functions You can view contents in My Wallet, create your own template, or modify an existing template.	Travel Services Review travel reservations, login to travel partner s

Cash Advance

Find an Existing Value **Add a New Value**

Empl ID

Add

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.

*Advance Description Lodging and Meals

*Accounting Date 05/13/2021

Comment

Reference 000001234

- User Defaults
- Import ATM Advances

Cash Advance View Printable Version Notes Attachments

*Source	Description	*Amount	Currency
Payment	Lodging	350.00	USD

Accounting Details

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

Step10: Change to appropriate funding source

Payment	Meals	94.50	USD
---------	-------	-------	-----

Accounting Details

UTSA1	11650	2100	BFA001		700	EGX007	
-------	-------	------	--------	--	-----	--------	--

Step10: Change to appropriate funding source

Totals

Advance Amount	444.50	USD
----------------	--------	-----

Submit Cash Advance

Create Cash Advance
Submit Confirmation
John Smith

Totals

Advance Amount	444.50	USD
----------------	--------	-----

OK Cancel

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
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
---------	-------------	---------	----------

Creator Checklist:

1	For travel advances complete a Travel Advance Request (TAR) form if over \$10k or if there is a student advance responsible party, and obtain all required signatures
2	Check funding source in employee's profile
3	Create/submit a cash advance request in PeopleSoft no later than ten business days prior to trip departure date or project start date
4	Cash advances will be issued at least four business days before travel departure date or project start date