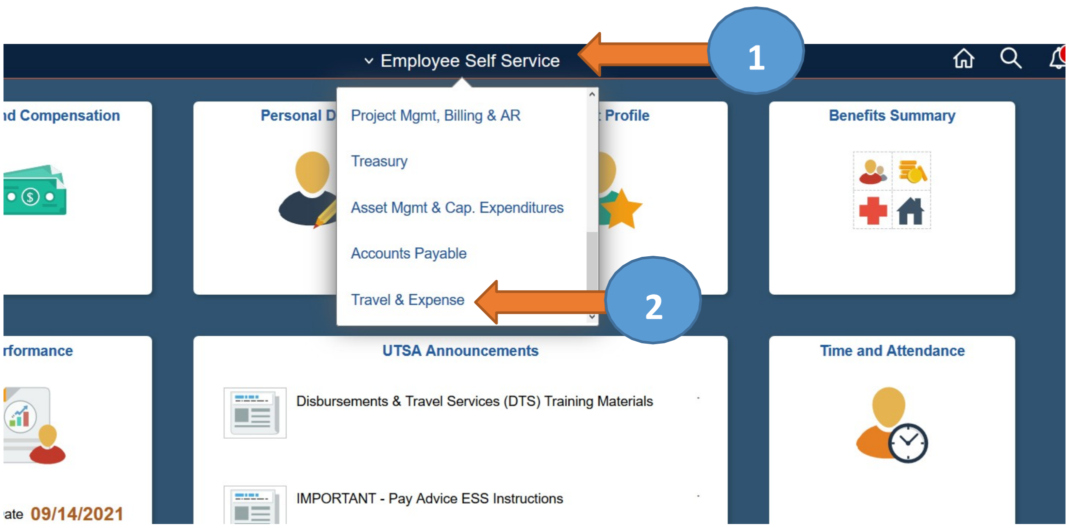
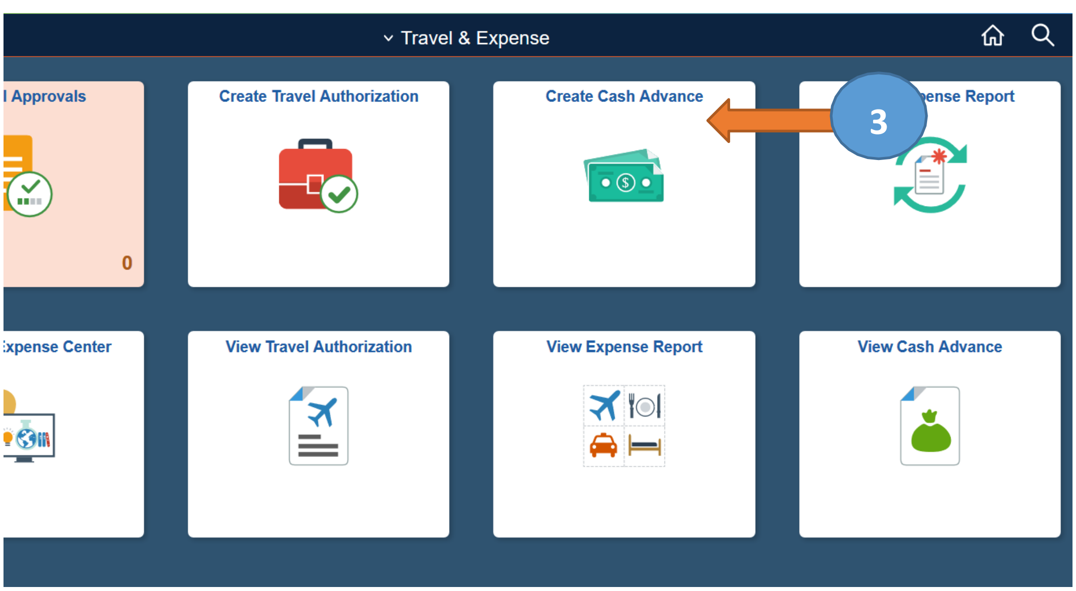
How to Create a Cash Advance in the PeopleSoftTravel & Expense (T&E) Module Job Aid

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

Option 1:

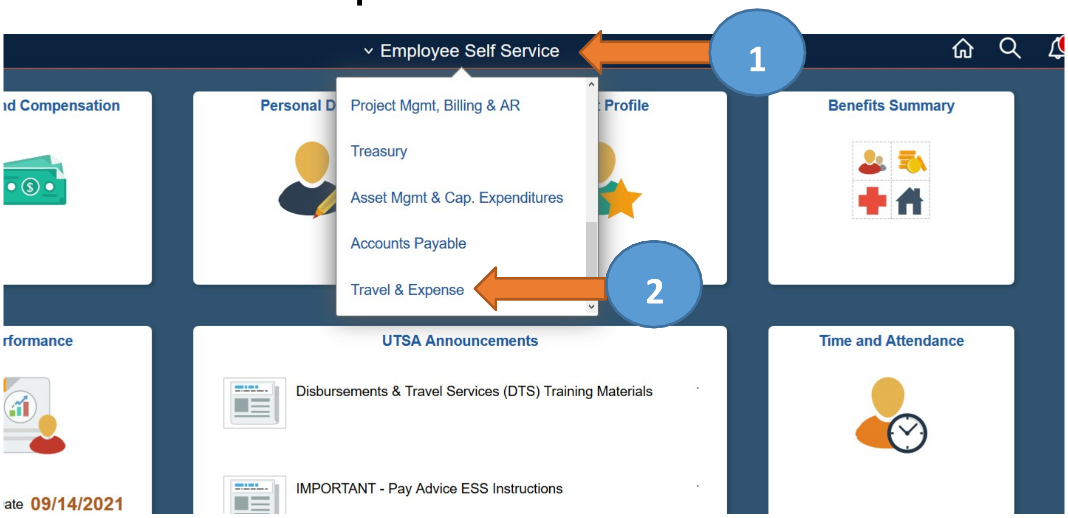
1. At the PeopleSoft landing page, click on the **Employee Self Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Select the **Create Cash Advance** Tile

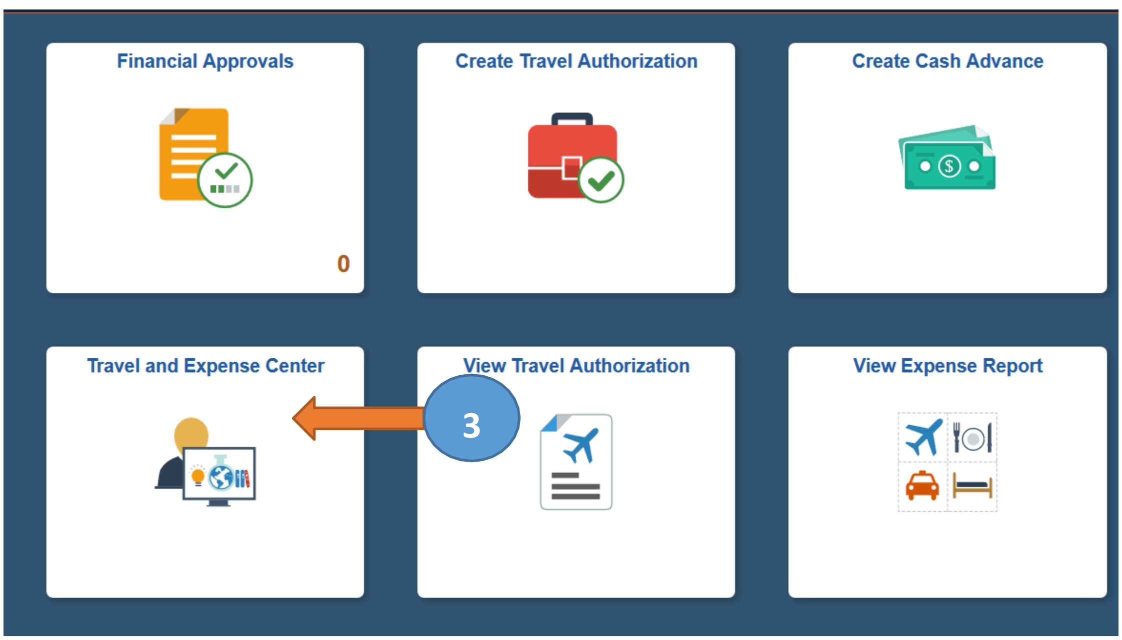




Option 2:

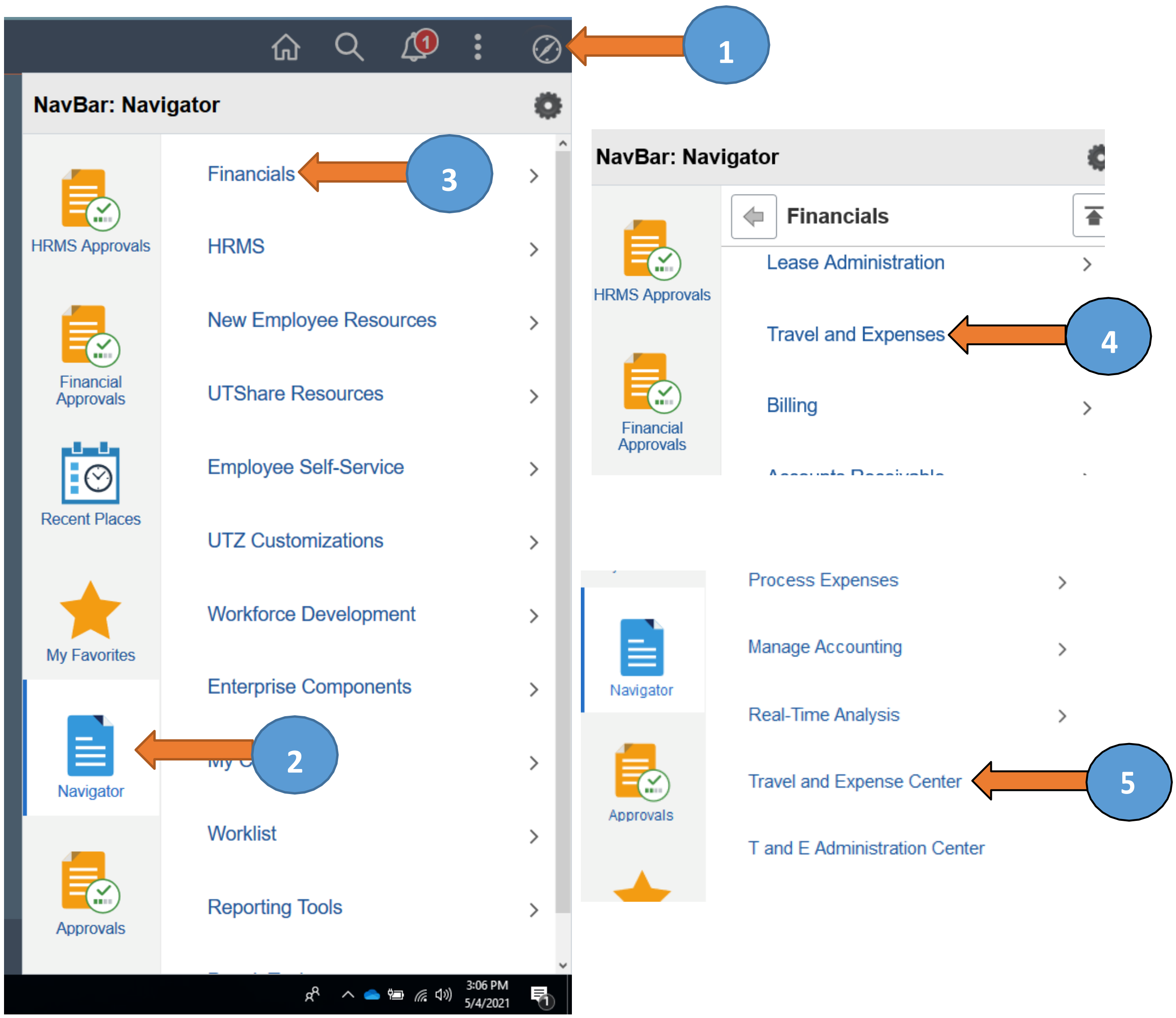
1. At the PeopleSoft landing page, click on the **Employee Self Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Click **Travel and Expense Center**





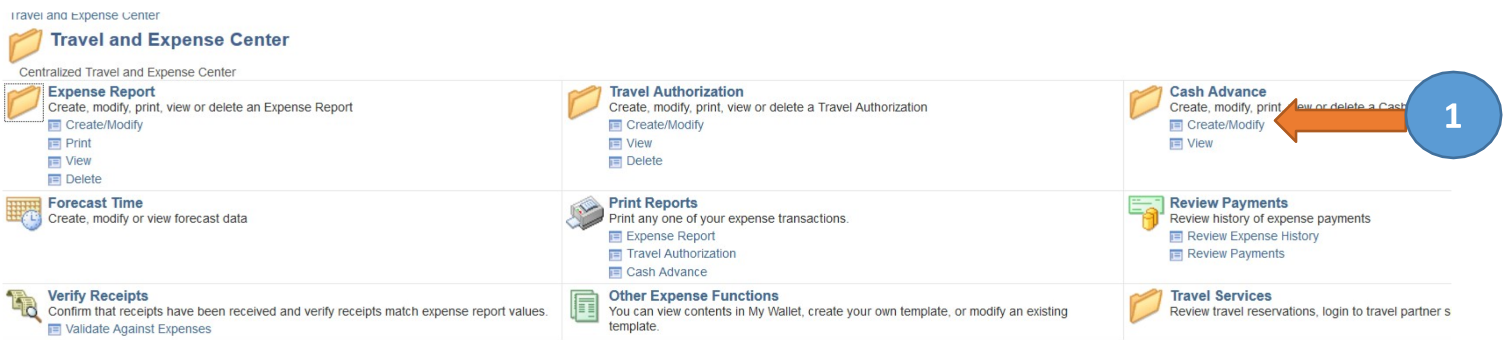
Option 3:

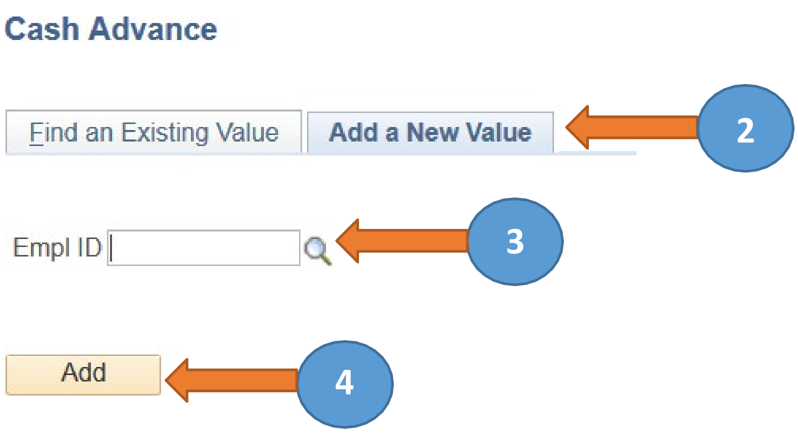
1. At the PeopleSoft landing page, click on the **Compass** image
2. Select the **Navigator** icon
3. Click on **Financials**
4. Scroll down and select **Travel and Expenses**
5. Scroll down and select **Travel and Expense Center**



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**





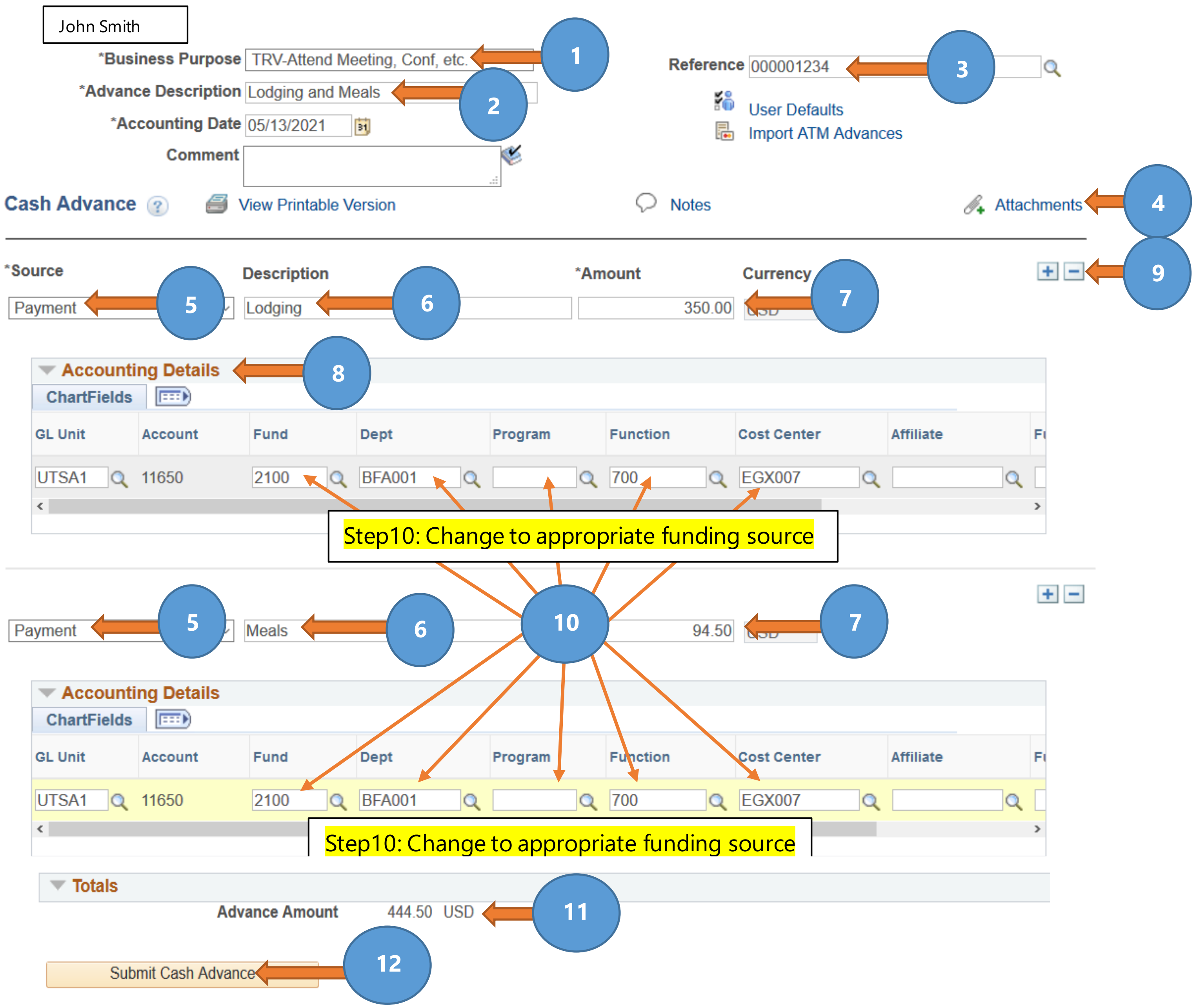
Advance to next page for instructions on Creating a Cash Advance Request

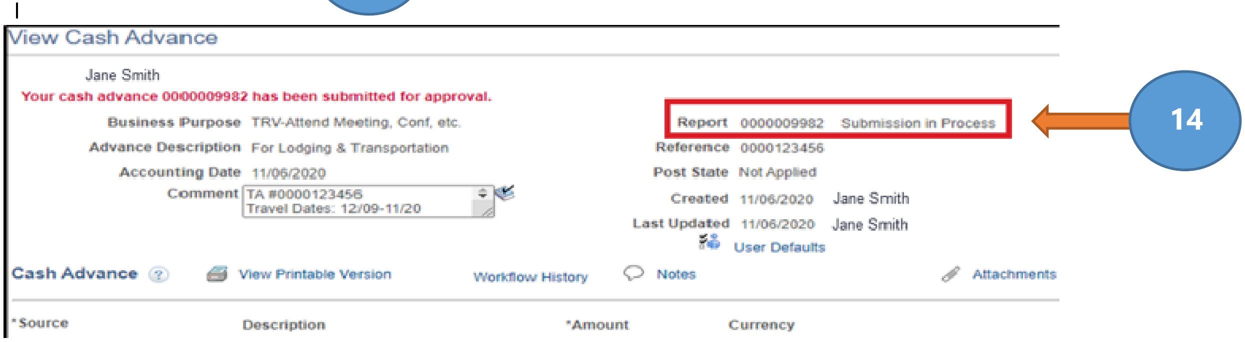
Creating a Cash Advance Request

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





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