

## Create Cash Advance Report:

Travel & Expenses - Cash Advance Report

### Modify Cash Advance Report

Shelby Dalgai      Advance ID:      0000001851      [User Defaults](#)

**General Information**

\*Description: Alliance Conference      Comment: TA# Required  
CA details Required

\*Business Purpose: Conference      Reference:

Accounting Date: 06/17/2016

[Import ATM Advances](#)

**Details** Personalize | Find | First 4 of 1 Last

*Source	Description	*Amount	Currency	Line Added by Approver	Date Added
System Check	80% airfare	308.00	USD		

**Totals**

Advance Amount: 308.00 USD

[Update Totals](#)

[Save For Later](#)      [Submit](#)

**Description:** This field should populate from the travel authorization. The description identifies the cash advance.

**Business Purpose:** This field should populate from the travel authorization. A business purposes is required to be selected from the drop down menu.

**Comment:** **Required** information about the cash advance. Include the CA#, the expense type and the qualifying request (80%, 100%, pre-paid, etc.).

**Reference:** Optional

**Source:** Only one selection available "System Payment". The Cash Advance will issue in the same method the employee receives their payroll.

**Description:** The description identifies the purpose of the cash advance.

**Amount:** Amount of the cash advance.

**Save for Later:** Save will generate an Advance ID # which is required TA information.

**View Cash Advance Report:**

### View Cash Advance Report

Shelby Dalgai Advance ID: 0000001851 [User Defaults](#)

**General Information**

<b>Description:</b>	Alliance Conference	<b>Comment:</b>	TA# Required CA details Required
<b>Business Purpose:</b>	Conference	<b>Reference:</b>	
<b>Status:</b>	Pending	<b>Post State:</b>	Not Applied
<b>Accounting Date:</b>	06/17/2016	<b>Last Updated:</b>	06/17/2016 <b>By:</b> cjp

**Details** Personalize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency
System Check	80% airfare	308.00	USD

**Totals**

<b>Advance Amount:</b>	308.00 USD	<b>Report Balance</b>	
<b>Applied To Expense Reports:</b>	0.00 USD	<b>Due Company:</b>	308.00 USD
<b>Payments Received:</b>	0.00 USD		