Creating a Cash Advance Overview

An employee can request a Cash Advance for travel and other business expenses, in accordance with the State and agency policies.

The distribution for a Cash Advance comes from the ChartFields set up on the Employee Profile page. The distribution is not visible on the Create Cash Advance page and therefore, cannot be modified. Modifications must be done on the Employee Profile by the employee(s) with the Employee Profile Sync Maintenance role in Cardinal.

A Cash Advance request can be completed while creating a Travel Authorization. See the Job Aid titled **AP315A_Creating a Travel Authorization** for more details. It is located on the Cardinal Website in **Job Aids** under **Learning**.

The user must be set up as a Proxy to enter expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the agency employee(s) at the agency with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Employees receive approved advances by check or direct deposit to their bank account designated as the balance of net pay account. Employee banking information is uploaded daily from Cardinal Human Capital Management (HCM).

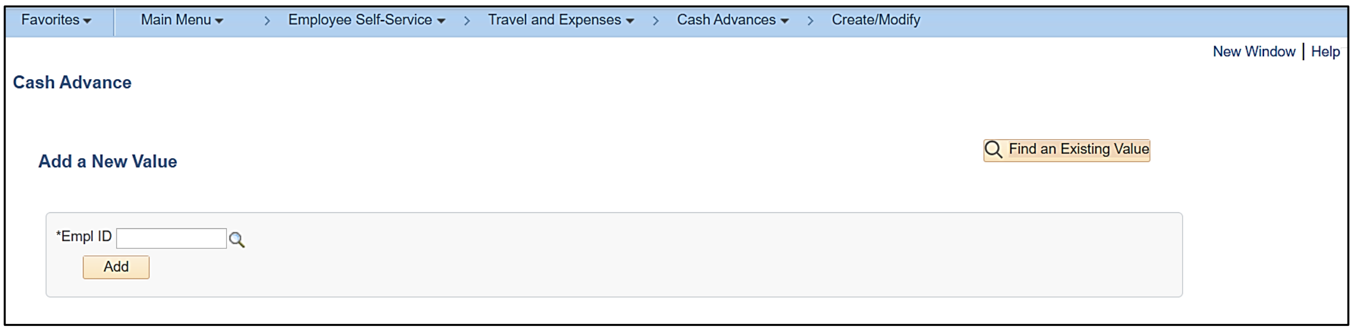
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

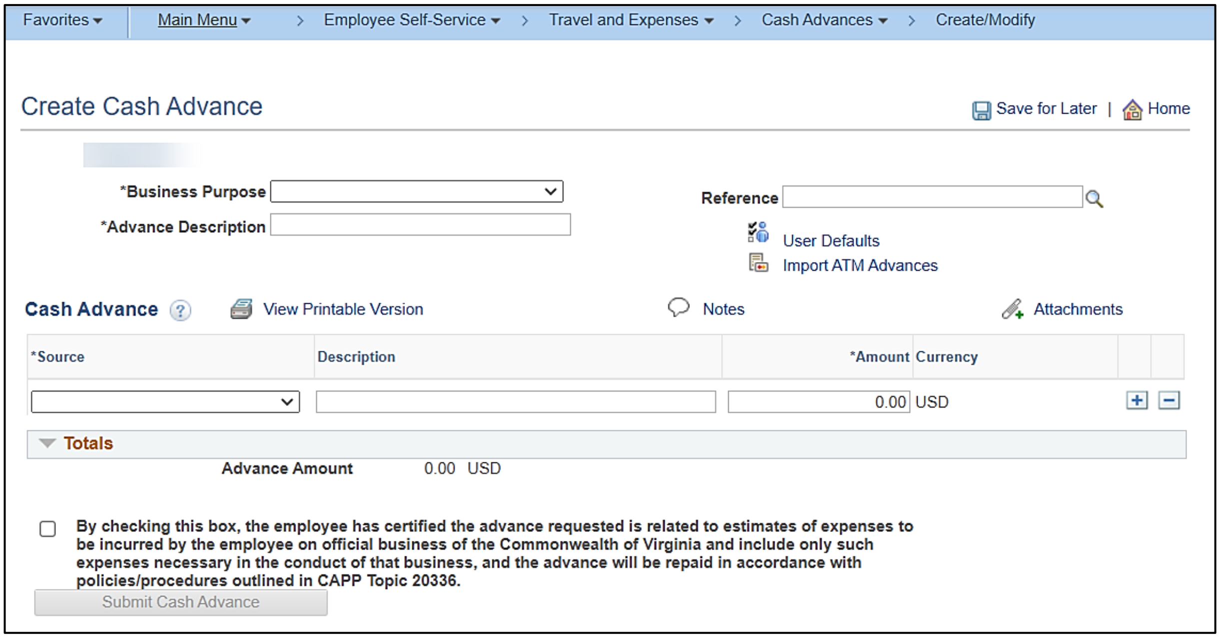
Table of Contents

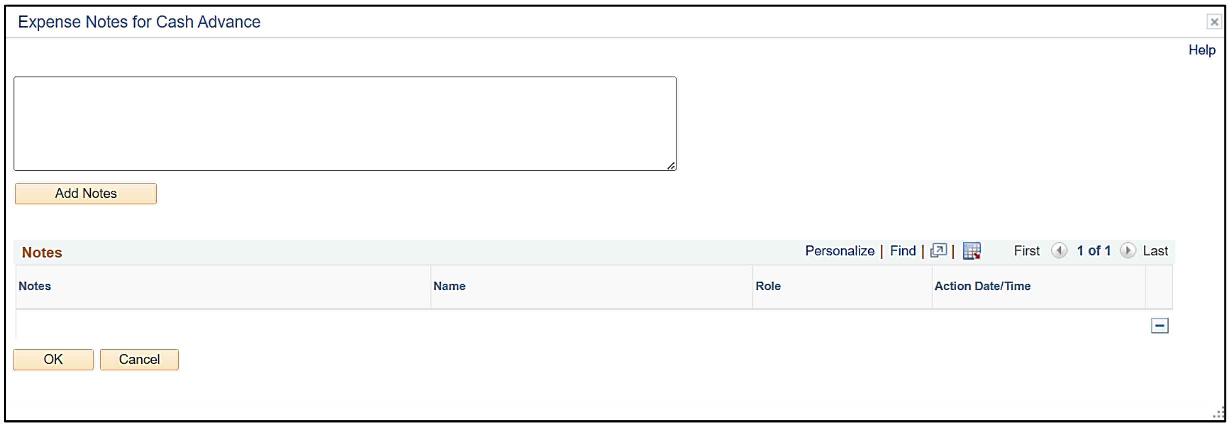
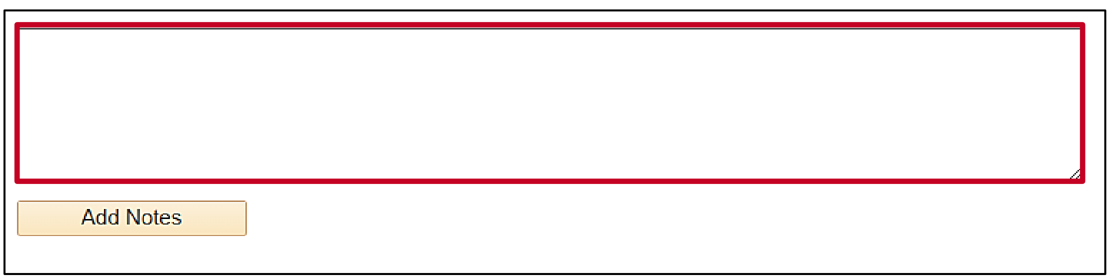
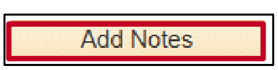
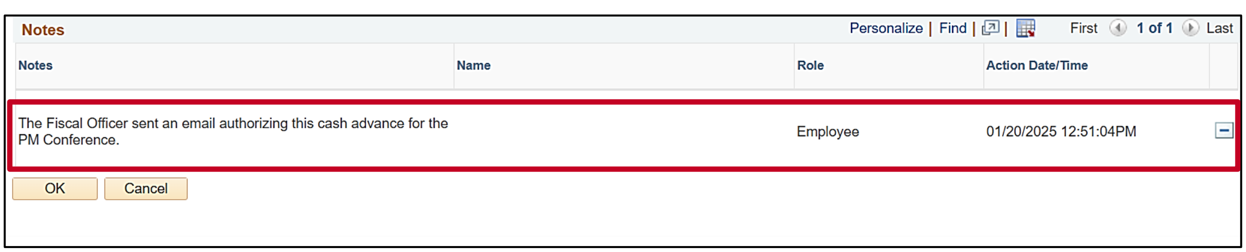
Revision History

Revision Date	Summary of Changes
3/1/2025	Baseline

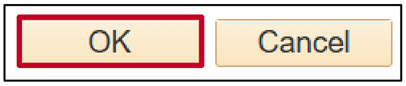
Creating a Cash Advance

Step	Action
1.	Navigate to the **Cash Advance** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expense Expenses > Cash Advances > Create/Modify**
The **Add a New Value** page displays.  	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Enter or select the employee’s Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the **Add** button. 

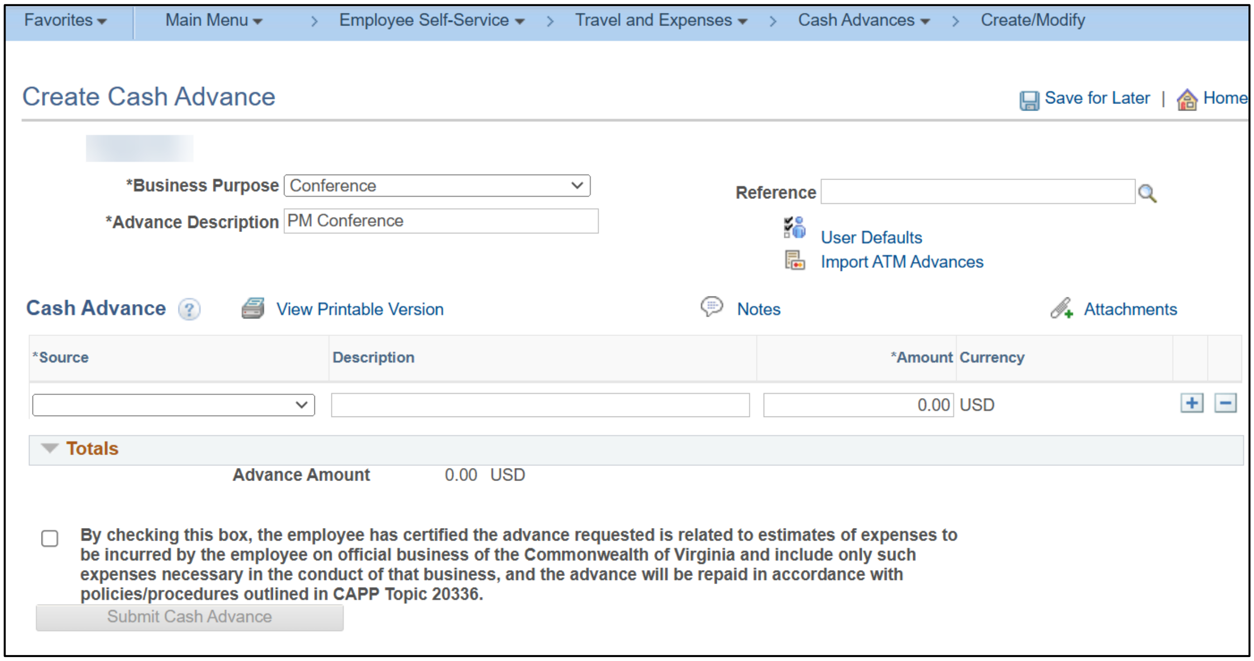
Step	Action
	The **Create Cash Advance** page displays. 
4.	Click the **Business Purpose** drop-down button to select the reason for the request. 
5.	Enter a brief description for the Cash Advance in the **Description** field. 
	This field allows up to 30 characters (including spaces).
	The **Reference** field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field. 
6.	Click the **Attachments** link to add documents as applicable. 
	See the **Appendix** section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.

Step	Action
7.	To add an internal note to the Cash Advance, click the **Notes** icon.  If a note is not needed go to **Step 11.**
The **Expense Notes for Cash Advance** displays in a pop-up window.  	
8.	Enter information in the **Notes** field as applicable. 
9.	Click the **Add Notes** button. 
The note displays under the **Notes** section.  	
	Cardinal automatically records the Role of the user that entered the note and applies a Date/Time stamp on the note.

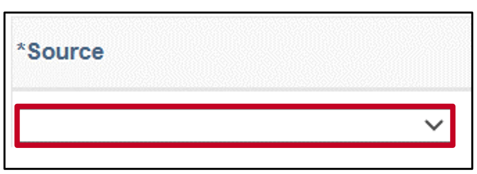
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Click the OK button.



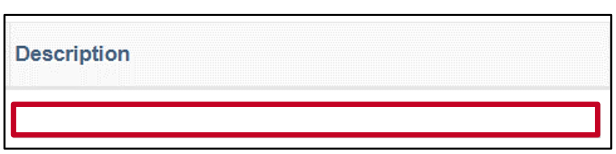
</td></tr>
<tr><td colspan="2">The Create Cash Advance re-displays with the lines filling the Notes icon.



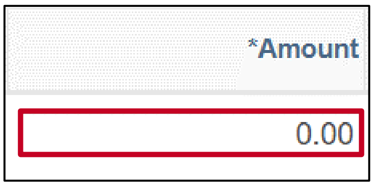
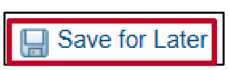
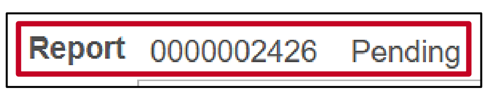
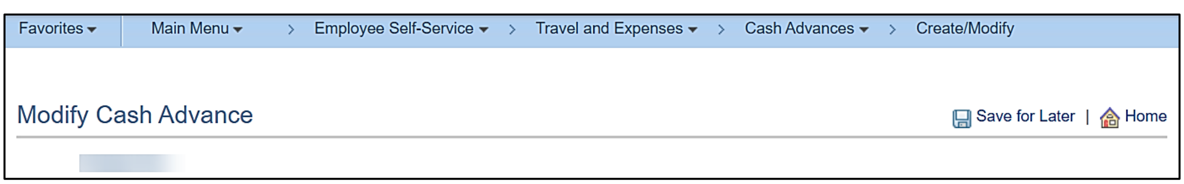
</td></tr>
<tr><td></td><td>The lines in the Notes icon indicate a note was entered.</td></tr>
<tr><td>11.</td><td>Click the Source drop-down menu and select “System Check”.

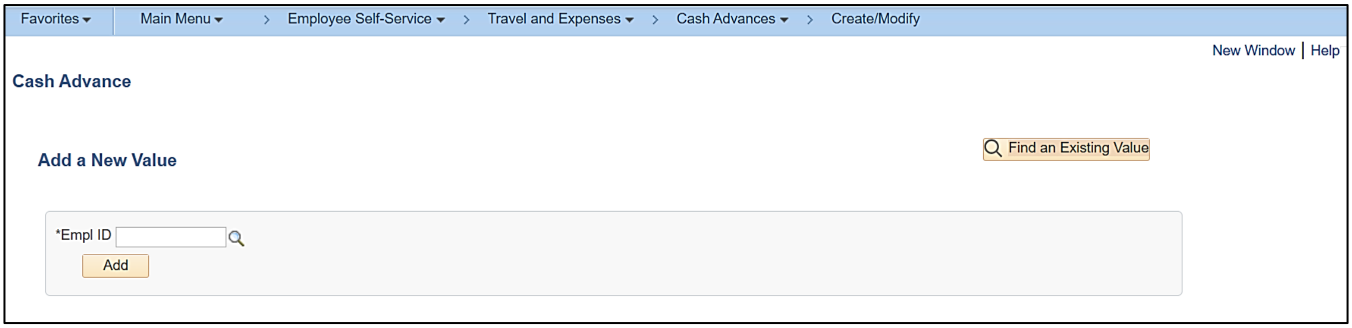
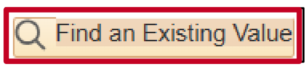
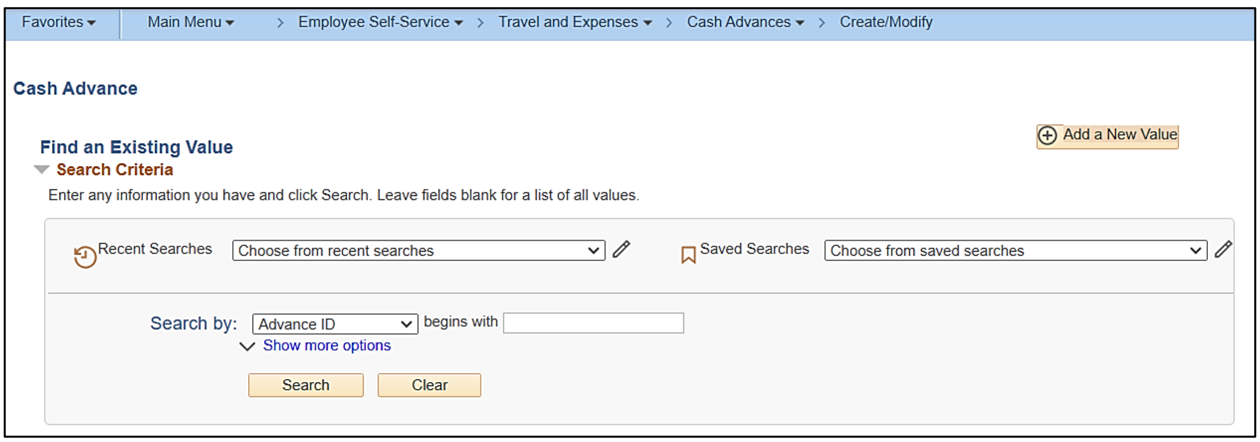


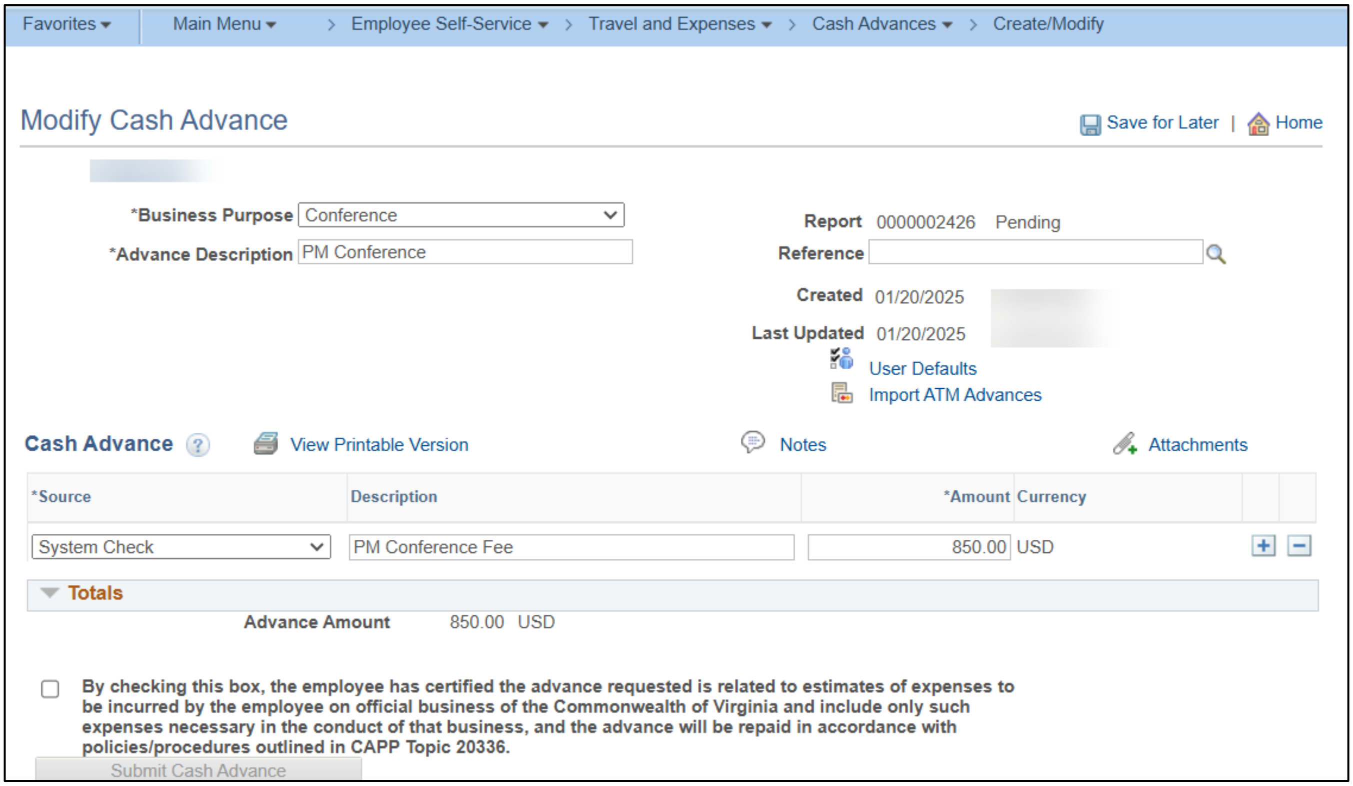
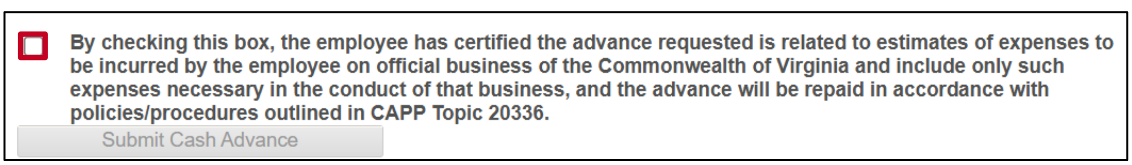
</td></tr>
<tr><td></td><td>System Check is the only option for this field.</td></tr>
<tr><td>12.</td><td>Enter a description for the cash advance in the Description field.

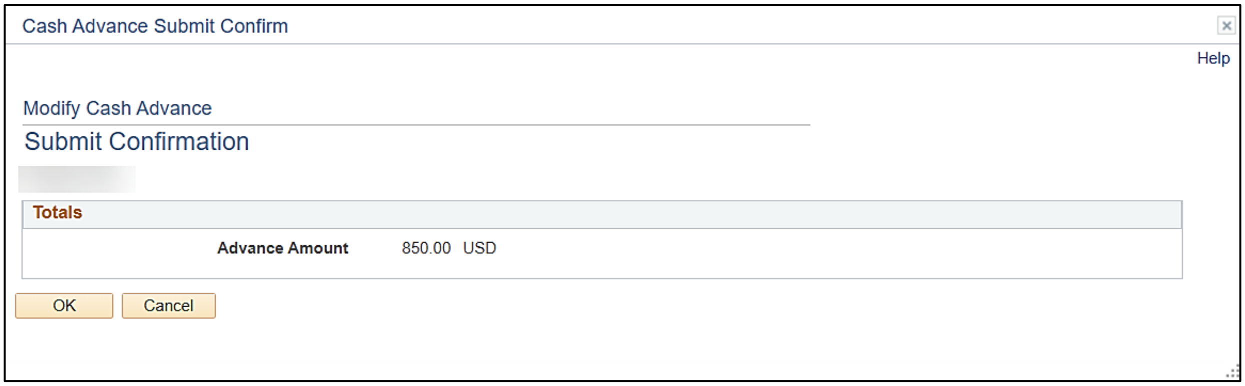
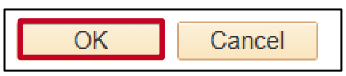


</td></tr>
</table>

Step	Action
	This field allows up to 30 characters (including spaces).
13.	Enter the amount of the cash advance in the **Amount** field. 
	The total amount of a cash advance can be entered in a lump sum amount. When a cash advance contains varying amounts for more than one expense, a row can be added to provide amounts for each expense. Follow agency policy regarding the need for additional rows.
14.	Click the **Add a New Row (+)** icon to add an additional row.
15.	Repeat Steps 11 - 14 until all rows are added.
16.	If the Cash Advance is ready for submission, go to Step 23. If the Cash Advance is not ready for submission, proceed to the next step.
17.	Click the **Save for Later** link at the top of the page. 
	A message displays at the top of the page with a Report field that includes Cash Advance ID and the status of “Pending”. 
	The page names updates to **Modify Cash Advance**. 
18.	To access the Cash Advance after it has been saved, navigate to the **Cash Advance** page using the following path: **Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify**

Step	Action
The **Add a New Value** page displays. 	
19.	Click the **Find an Existing Value** button. 
The **Find an Existing Value** page displays. 	
20.	Enter the Cash Advance ID number in the **Advance ID begins with** field. 
21.	Click the **Search** button. 

Step	Action
	The **Modify Cash Advance** page displays. 
22.	Make any adjustment and/or additions to the Cash Advance if applicable.
23.	Click the Certification Statement check box. 
	The **Submit Cash Advance** button becomes enabled.
24.	Click the **Submit Cash Advance** button. 

Step	Action
	The **Cash Advance Submit Confirm** page displays in a pop-up window. 
	If the Cash Advance was not saved for the later the page will display “Create Cash Advance” instead of “Modify Cash Advance”.
25.	Click the **OK** button. 
	A message displays in red at the top of the page with the Cash Advance ID number indicating it has been submitted for approval. 
26.	Make note of the Cash Advance number.

Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML