



Creating a Cash Advance Overview

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

The distribution for a Cash Advance comes from the ChartFields set up on the Employee Profile. 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 an employee with the Travel Expense Sync Processor role in Cardinal.

A Cash Advance request can be completed while creating a Travel Authorization. See the Job Aid titled **AP315_Creating a Travel Authorization (VDOT Only)** 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 an Agency employee who has the Travel Expenses Sync 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.

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Accounts Payable Job Aid

AP315_Creating a Cash Advance (VDOT Only)

Revision History

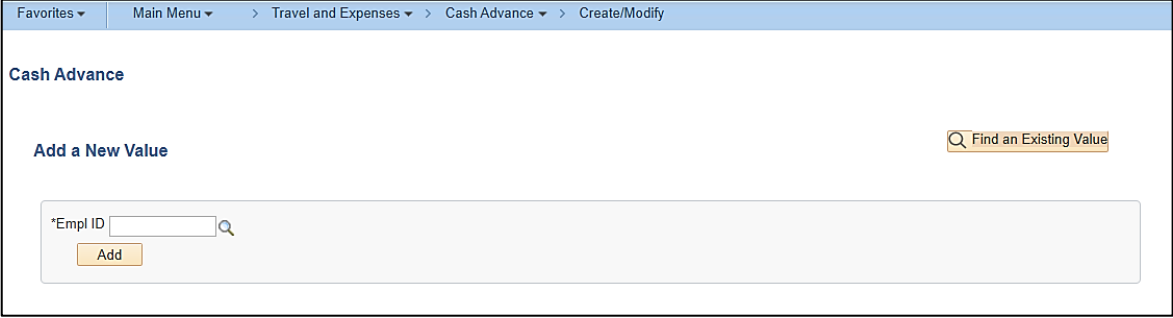




Revision Date	Summary of Changes
6/26/2025	Baseline.



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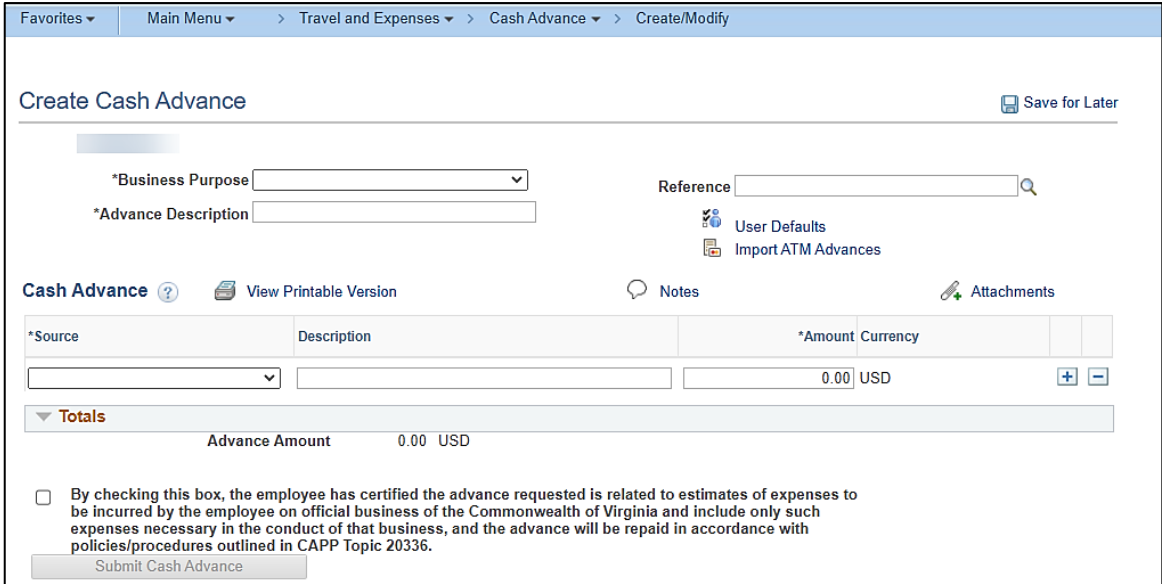







Creating a Cash Advance

Step	Action
1.	<p>Navigate to the Cash Advance page using the following path: Main Menu > Travel and Expense Expenses > Cash Advances > Create/Modify</p> <p>The Add a New Value page displays.</p> 
	<p>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.</p>
2.	<p>Enter or select the employee's Employee ID in the Empl ID field.</p> 
	<p>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</p>
3.	<p>Click the Add button.</p> 



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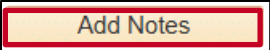
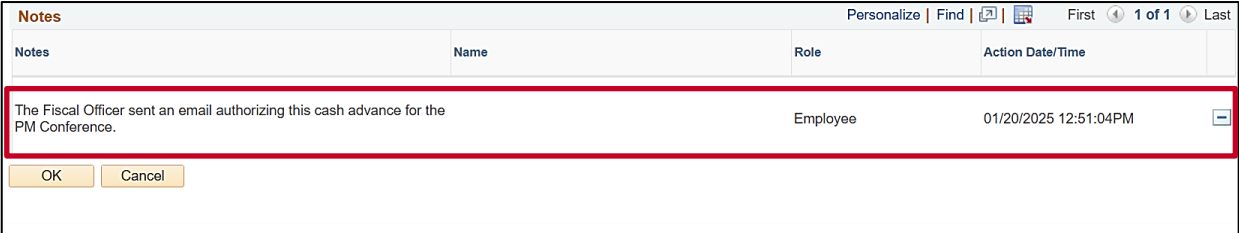

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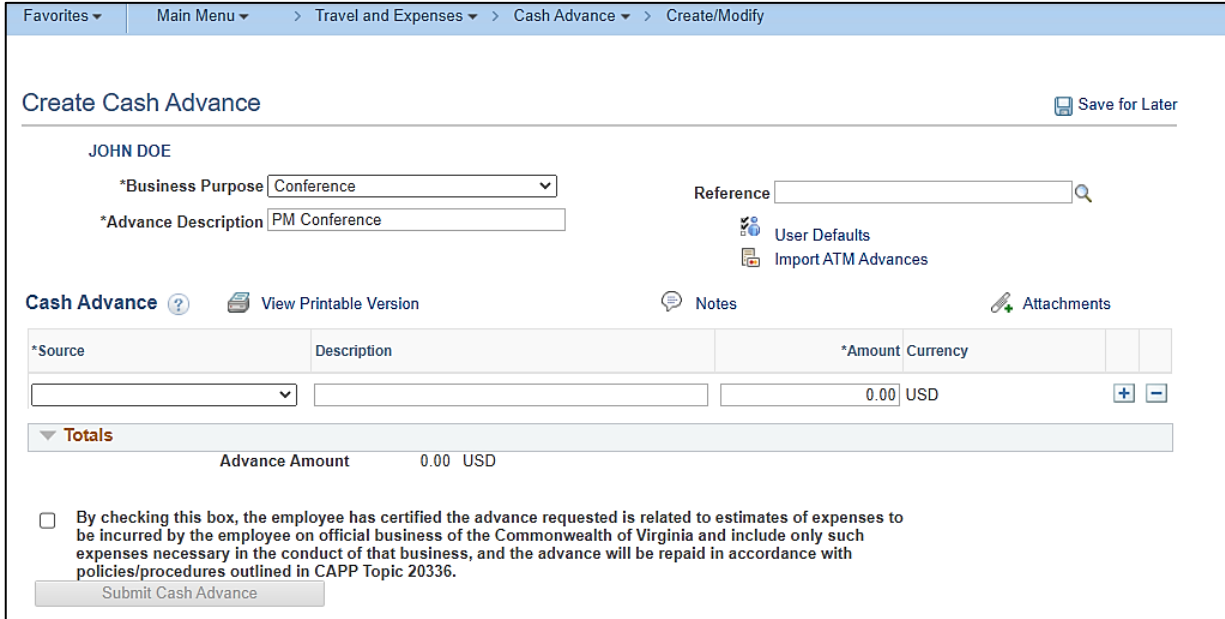
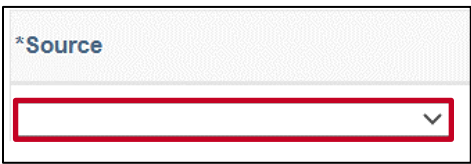
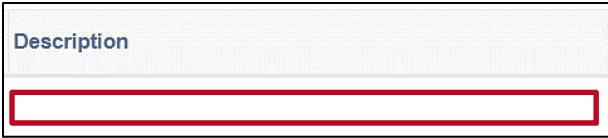

Step	Action
	<p>The Create Cash Advance page displays.</p> 
4.	<p>Click the Business Purpose dropdown button to select the reason for the request.</p> 
5.	<p>Enter a brief description for the Cash Advance in the Description field.</p> 
	<p>This field allows up to 30 characters (including spaces).</p>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



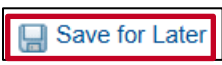


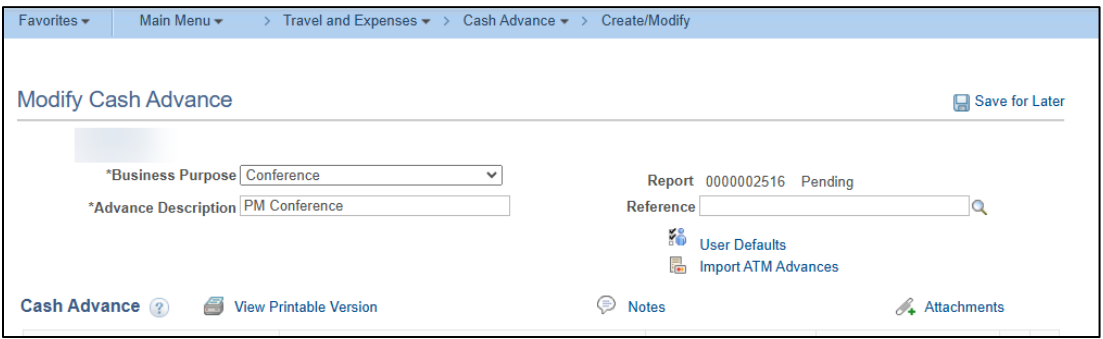


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Step	Action
7.	<p>To add an internal note to the Cash Advance, click the Notes icon.</p>  <p>If a note is not needed, proceed to Step 11.</p>
<p>The Expense Notes for Cash Advance page displays in a pop-up window.</p> 	
8.	<p>Enter information in the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

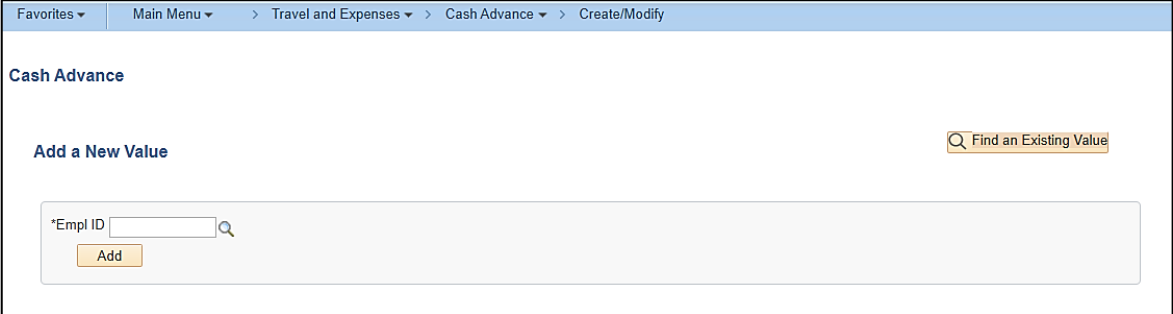

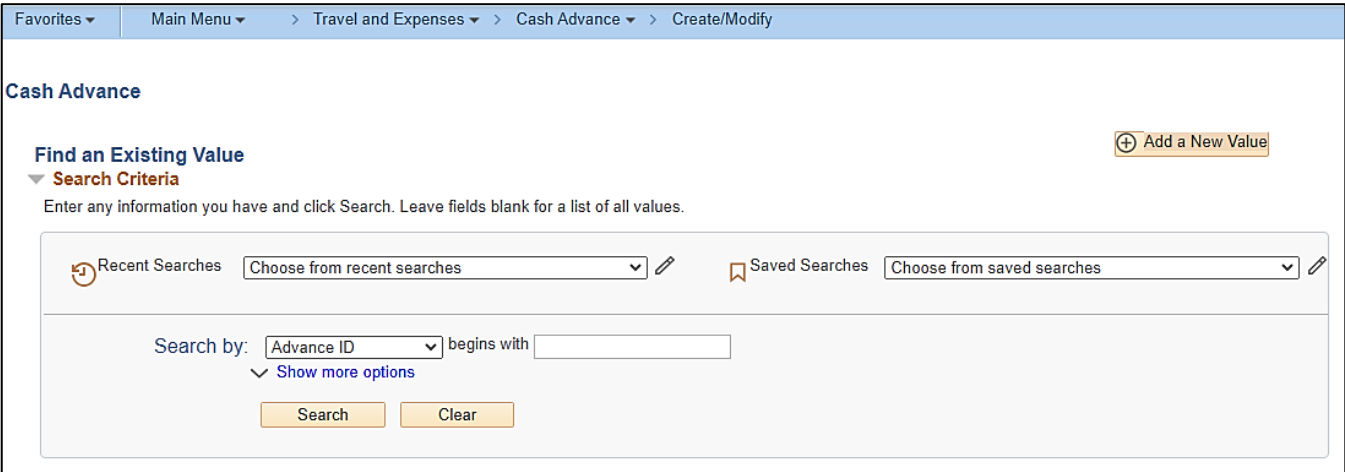
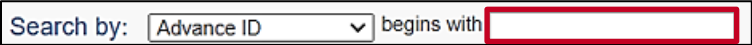

Step	Action
10.	<p>Click the OK button.</p> 
<p>The Create Cash Advance page redisplay with lines filling the Notes icon (indicating that there is a note added).</p> 	
11.	<p>Click the Source dropdown menu and select “System Check” (only available selection).</p> 
12.	<p>Enter a description for the Cash Advance in the Description field.</p> 
	<p>This field allows up to 30 characters (including spaces).</p>

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



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AP315_Creating a Cash Advance (VDOT Only)

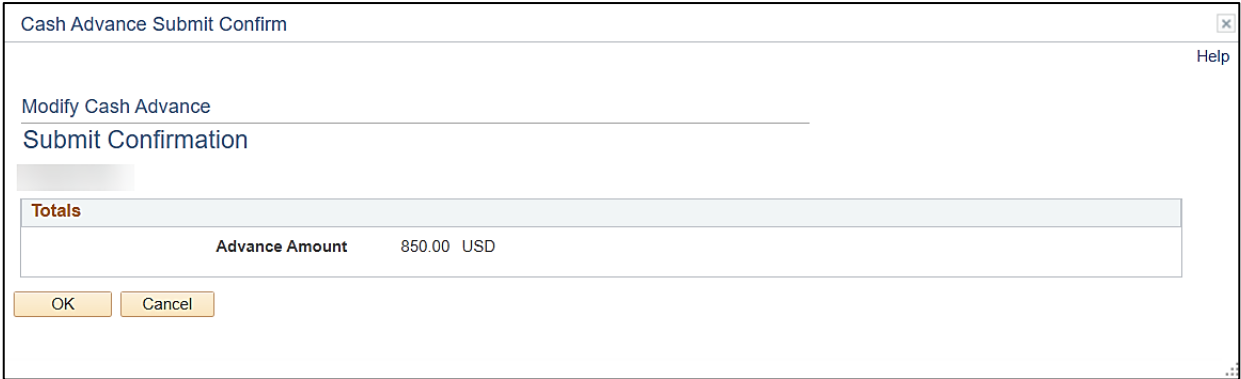


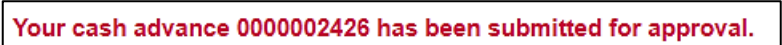

Step	Action
	<p>The Add a New Value page displays.</p> 
19.	<p>Click the Find an Existing Value button.</p> 
	<p>The Cash Advance Find an Existing Value Search page displays.</p> 
20.	<p>Enter the Cash Advance ID Number in the Advance ID field.</p> 
21.	<p>Click the Search button.</p> 



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AP315_Creating a Cash Advance (VDOT Only)

Step	Action
	<p>The Modify Cash Advance page displays.</p> <div></div>
22.	Make any adjustments and/or additions to the Cash Advance if applicable.
23.	<p>Click the Certification Statement checkbox option.</p> <div></div>
	The Submit Cash Advance button is now enabled.
24.	<p>Click the Submit Cash Advance button.</p> <div></div>

Step	Action
	<p>The Modify Cash Advance Submit Confirmation page displays in a pop-up window.</p> 
	<p>If the Cash Advance was not saved for later, the page will display Create Cash Advance instead of Modify Cash Advance.</p>
25.	<p>Click the OK button.</p> 
	<p>A message displays in red at the top of the page with the Cash Advance ID Number indicating it has been submitted for approval.</p> 
	<p>Make note of the Cash Advance ID Number for future use as needed.</p>



Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users 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 for 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