

Create a New Request/Cash Advance

To create a new travel or cash advance request:

Either:

- On the Quick Task Bar, click **New** → **Start a Request**.
- or -
- On the menu, click **Requests** → **New Request**.

The Request page appears, with the **Request Header** tab selected.

1. In the **Request Header** pane, complete all required fields indicated with red bars.

If you are requesting a cash advance, also complete the fields in the Advance section. Please itemize the expenses you will be using the advance for in the **Purpose** field.
2. Click **Save**.
3. In the Segments pane:
 - a) Select the desired segment icon.

Note: Hover the mouse pointer over any icon to read its "hover" text.
 - b) Complete the segment fields.
 - c) Click **Save**.

Note the following about segment fields:
 - As you save segments, the running total appears in the top right corner of the request (below the Submit Request button).
 - d) Click another segment icon, complete the fields, and click **Save** until all desired segments have been added.

4. In the Expenses pane:
 - Select the appropriate expense type.
 - Enter the estimated amount and transaction date.
5. To allocate, click the **Allocate** button for any of the segments or any of the expected expenses.
 - In the **Allocations for Request** window, select an expense and click **Allocate Selected Expenses** to allocate the request by percentage or amount.
 - When done, click **Save**.
6. Attach images, if desired by clicking **Attachments**→**Attach Documents**.
7. Click **Submit Request**.

Add a Cash Advance to an Expense Report

Once the cash advance has been used, the user applies the cash advance to an expense report to account for how the advance was utilized.

To add a cash advance to an expense report:

1. Create an expense report as usual.
2. On the expense report page, click **Details** → **Available** (under Cash Advance). The Cash Advances window appears.
3. Check the box for one or more cash advances that you want to associate with the current report.
4. Click **Assign Cash Advance to Report**.

The cash advance amount offsets the amount that is to be reimbursed to you; the report totals are adjusted accordingly.

Return the Remainder of a Cash Advance

To process a cash advance return in an expense report:

1. After adding the cash advance to the report, create a new expense using the expense type named **Cash Advance Return**.
2. Complete all required fields.
3. Click **Save**.
4. Complete the Cashier deposit form and physically return the remaining advance to the University Cashier. All advance returns should be coded to the following budget account:
11-2-00000-81040-1233.

Apply a Request to a Report

Once a travel request has been approved and the expenses have been incurred, the user associates the request with an expense report as proof that the expenses were pre-approved. There are several ways to associate a request with a report:

- Create a new report and apply the request from the report header
- Create a new report from the request list
- Create a new report from an approved request
- Apply a request to an existing report

Note: If a cash advance is associated with a request, applying the request to an expense report will also add the cash advance to the report.

From the report header

1. Create a new expense report and complete the required fields on the report header.
2. To associate a request, click **Add** in the **Requests** area of the report header page. The list of available requests appears.
3. Select a request.
4. Click **Add**. The selected request appears in the **Requests** area.
5. Complete the rest of the expense report as usual by clicking **Next**.

From the request list

1. On the home page, select **Requests** → **Manage Requests** (in the sub-menu).
2. Click the **Expense** link that appears in the **Action** column for the desired approved request. The **Create a New Expense Report** page appears, with the request already associated.
3. Complete the report header page and the rest of the expense report as usual.

From an approved request

1. Open the approved request on the **Requests** → **Manage Requests** (on the sub-menu) page.
2. Click **Create Expense Report**. The **Create a New Expense Report** page appears, with the request already associated.
3. Complete the rest of the report as usual.

Apply to an existing report

1. Open the report and access the report header in one of these ways:
 - Select **Details** → **Report Header**.
 - or -
 - Click the report name at the top of the expense report page.The expense report header page appears.
2. Click **Add**.
3. Select the desired requests.
4. Click **Add**.

Close a Request

After all expenses related to a request have been submitted, you will need to close the request. When you close a request it can no longer be associated with an expense report.

Note: Do not close a request that is associated to an active expense report.

1. On the menu, select **Requests** → **Manage Requests** (in the sub-menu).
2. Check the box for one or more requests you would like to close.
3. Click **Close/Inactivate** Request button.

Approve a Request/Cash Advance

To approve a travel request/cash advance:

1. On the menu, click **Approvals** and then click the **Requests** tab to view the list of requests awaiting approval.
2. Open the desired request you want to review.
3. Review the Request details.
4. Once you have reviewed the request, click **Approve**.