

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.

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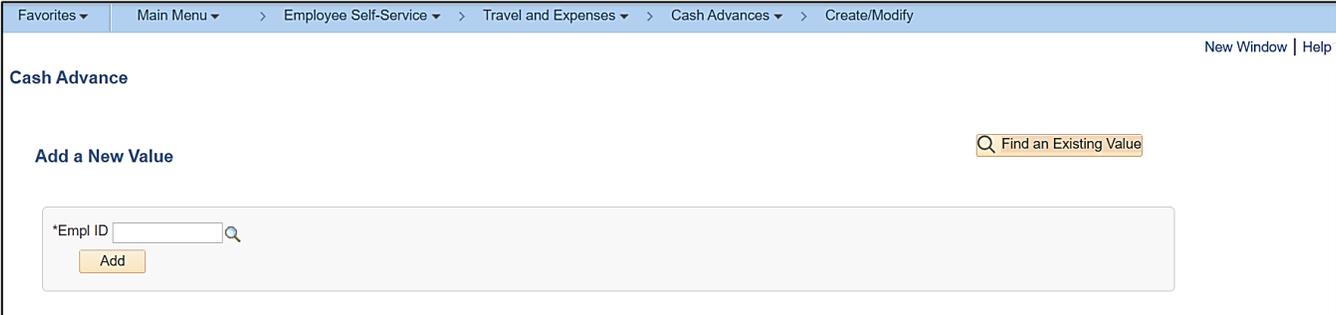
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Revision History

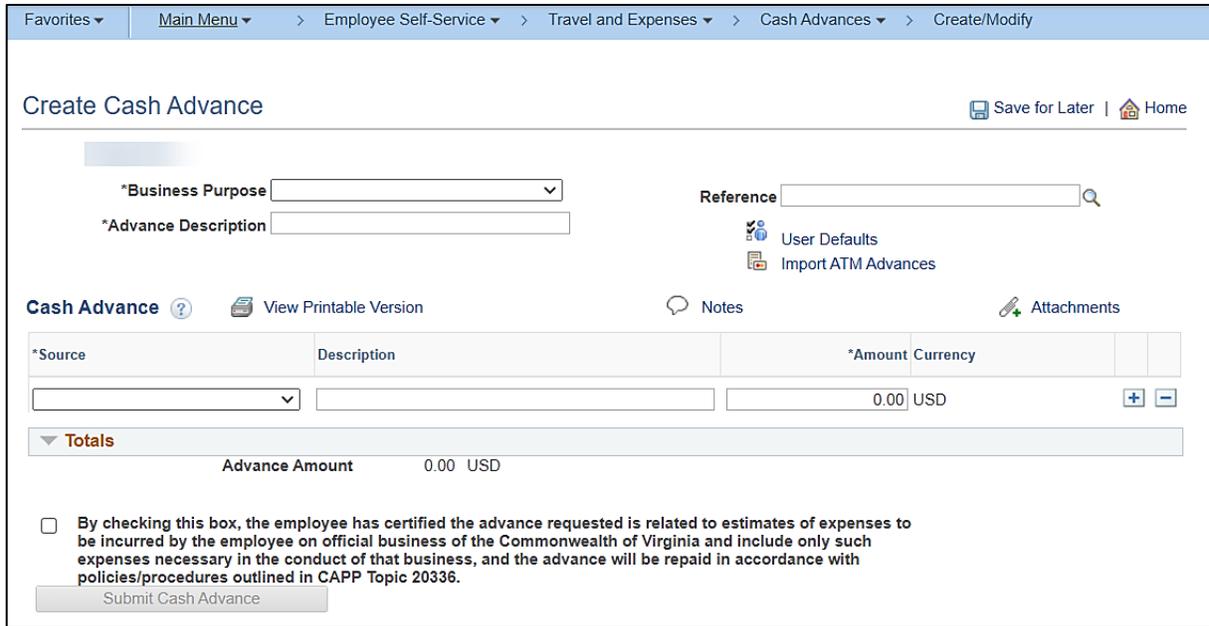
Revision Date	Summary of Changes
3/1/2025	Baseline

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
<p>The Add a New Value page displays.</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 .
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
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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.	<p>To add an internal note to the Cash Advance, click the Notes icon.</p>  <p>If a note is not needed go to Step 11.</p>

The **Expense Notes for Cash Advance** displays in a pop-up window.



The screenshot shows a pop-up window titled "Expense Notes for Cash Advance". It contains a large text area for entering notes, an "Add Notes" button, and a table with the following columns: Notes, Name, Role, and Action Date/Time. The table currently has one row with the following data:

Notes	Name	Role	Action Date/Time

At the bottom of the window are "OK" and "Cancel" buttons.

8.	<p>Enter information in the Notes field as applicable.</p>  <p>Add Notes</p>
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9.	<p>Click the Add Notes button.</p> 
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The note displays under the **Notes** section.



The screenshot shows the "Notes" section of the application. The table now contains the following data:

Notes	Name	Role	Action Date/Time
The Fiscal Officer sent an email authorizing this cash advance for the PM Conference.		Employee	01/20/2025 12:51:04PM

The new note row is highlighted with a red border. "OK" and "Cancel" buttons are visible at the bottom.

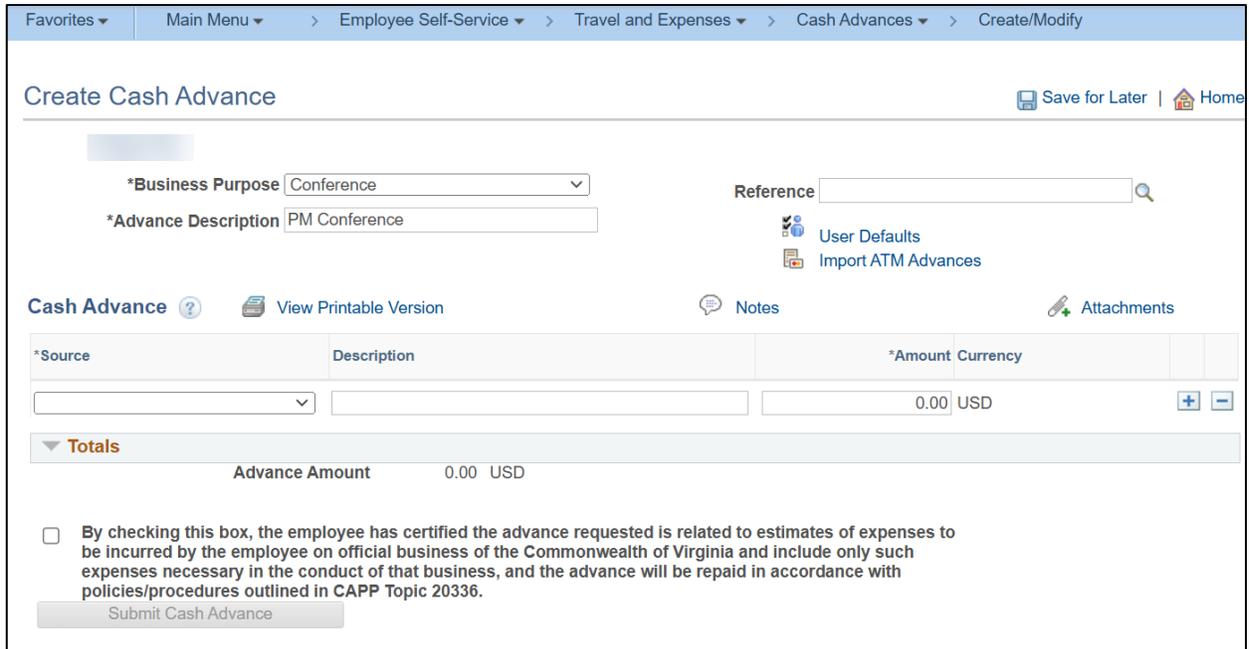


Cardinal automatically records the Role of the user that entered the note and applies a Date/Time stamp on the note.

Step	Action
10.	Click the OK button.



The **Create Cash Advance** re-displays with the lines filling the **Notes** icon.



Create Cash Advance

*Business Purpose: Conference
 *Advance Description: PM Conference

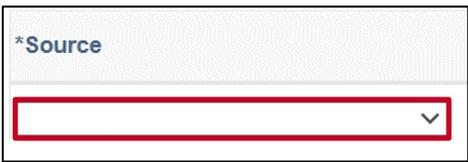
Cash Advance table:

*Source	Description	*Amount	Currency
		0.00	USD
Totals		Advance Amount	0.00 USD

Submit Cash Advance

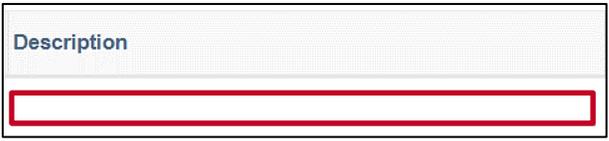
	The lines in the Notes icon indicate a note was entered.
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11.	Click the Source drop-down menu and select "System Check".
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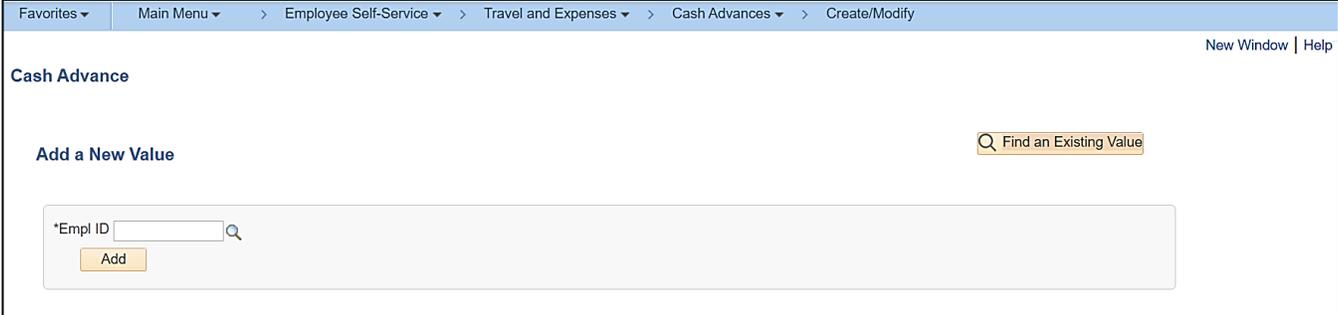
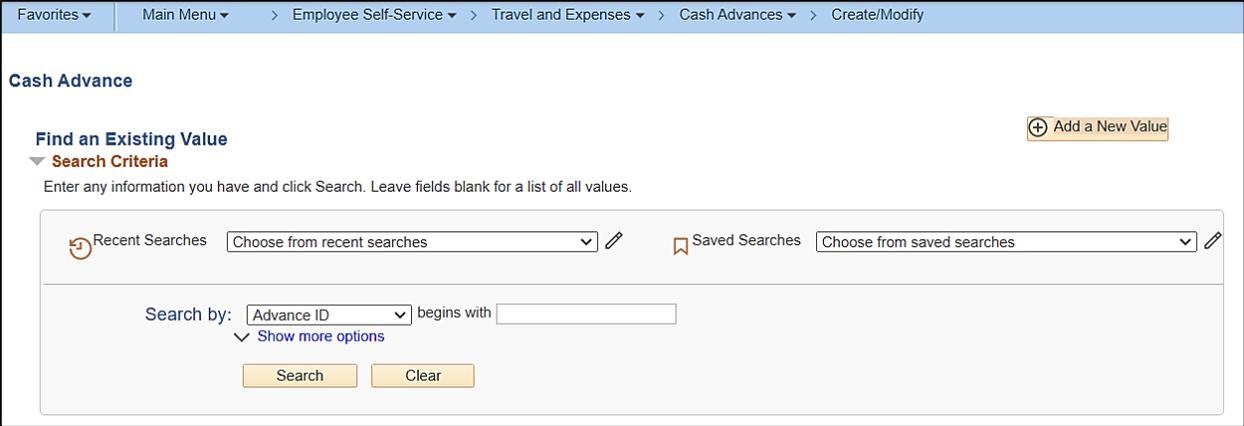


	System Check is the only option for this field.
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12.	Enter a description for the cash advance in the Description field.
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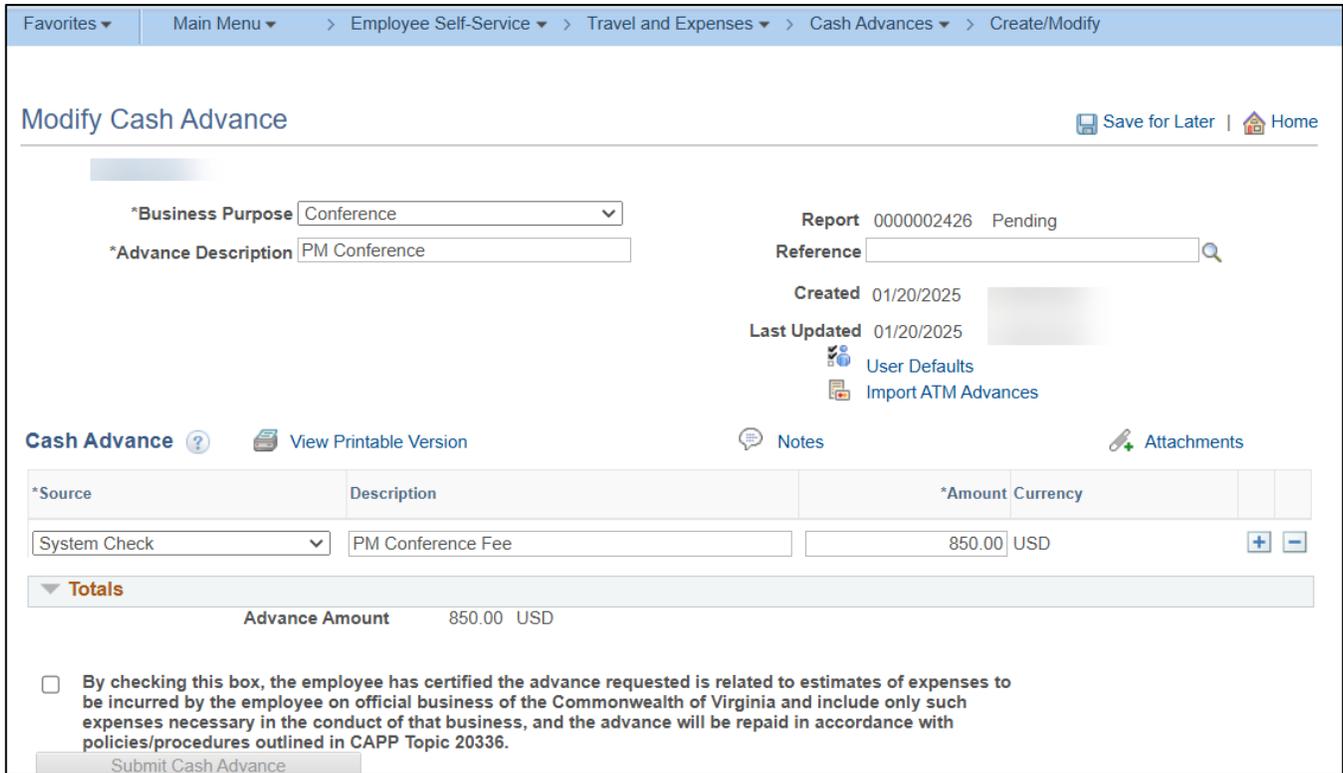


Step	Action
	This field allows up to 30 characters (including spaces).
13.	Enter the amount of the cash advance in the Amount field. <div data-bbox="261 491 623 663" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="text-align: right; color: #0070c0;">*Amount</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">0.00</div> </div>
	<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.	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. <div data-bbox="261 1199 480 1251" style="border: 1px solid #ccc; padding: 2px; margin: 10px 0;">  Save for Later </div>
<p>A message displays at the top of the page with a Report field that includes Cash Advance ID and the status of "Pending".</p> <div data-bbox="583 1373 1053 1446" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> Report 0000002426 Pending </div>	
	<p>The page names updates to Modify Cash Advance.</p> <div data-bbox="261 1535 1430 1696" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #e6f2ff; padding: 2px;"> Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Create/Modify </div> <div style="padding: 5px 0;"> Modify Cash Advance  Save for Later  Home </div> </div>
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 > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify</p>

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

Step	Action
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The **Modify Cash Advance** page displays.



Modify Cash Advance Save for Later Home

*Business Purpose: Conference
 *Advance Description: PM Conference
 Report: 0000002426 Pending
 Reference:
 Created: 01/20/2025
 Last Updated: 01/20/2025
 User Defaults
 Import ATM Advances

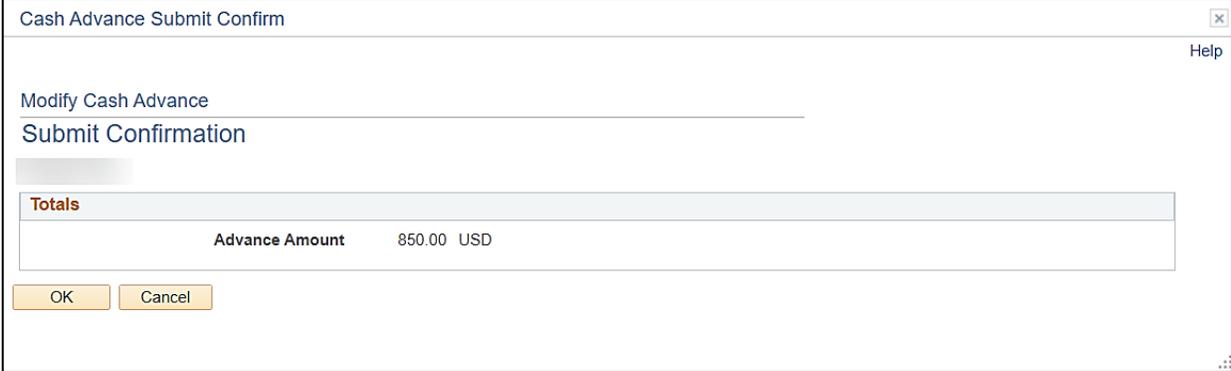
Cash Advance View Printable Version Notes Attachments

*Source	Description	*Amount	Currency
System Check	PM Conference Fee	850.00	USD
Totals		Advance Amount	850.00 USD

By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336.

Submit Cash Advance

22.	Make any adjustment and/or additions to the Cash Advance if applicable.
23.	Click the Certification Statement check box. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336. Submit Cash Advance </div>
	The Submit Cash Advance button becomes enabled.
24.	Click the Submit Cash Advance button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> Submit Cash Advance </div>

Step	Action
	<p>The Cash Advance Submit Confirm page displays in a pop-up window.</p> 
	<p>If the Cash Advance was not saved for the later the page will display “Create Cash Advance” instead of “Modify Cash Advance”.</p>
<p>25.</p>	<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>26.</p>	<p>Make note of the Cash Advance number.</p>

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