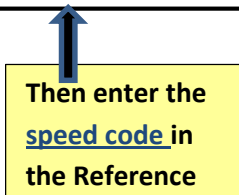
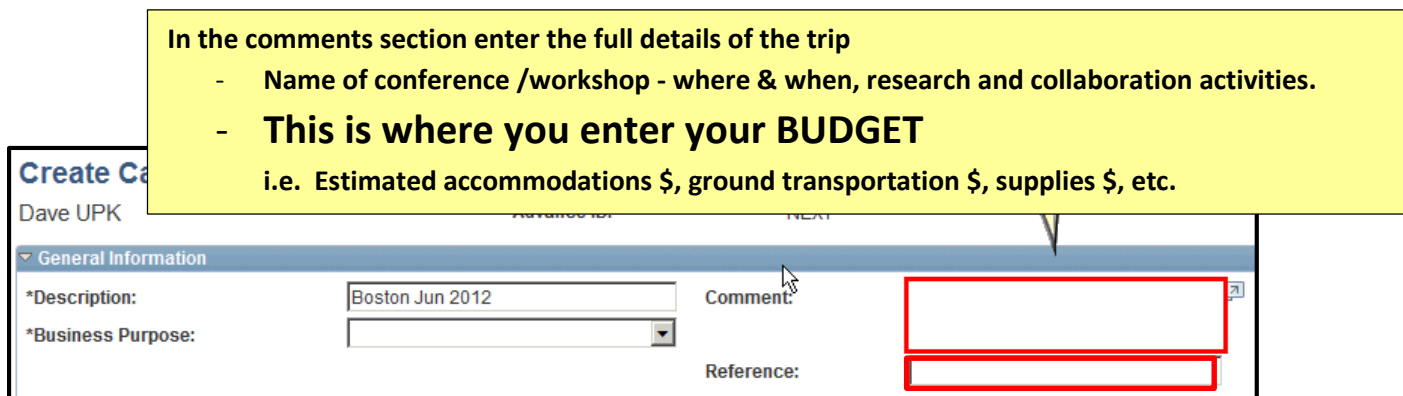
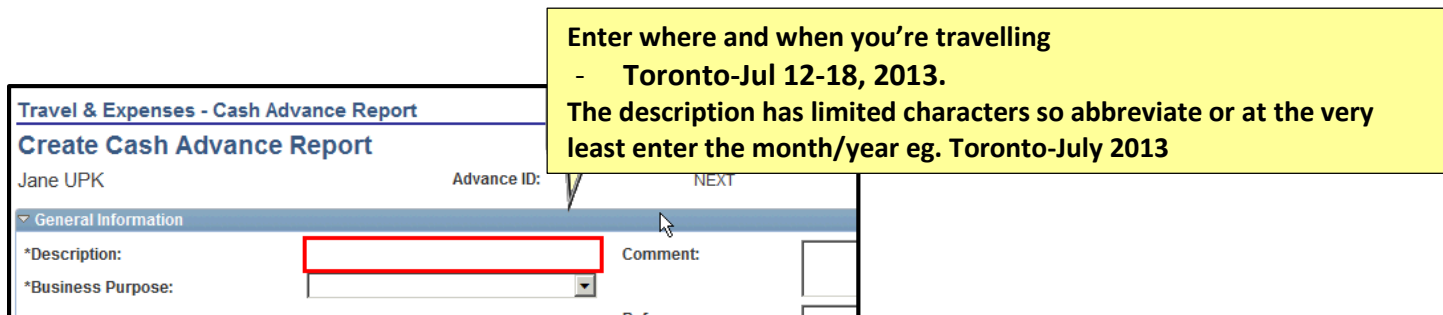
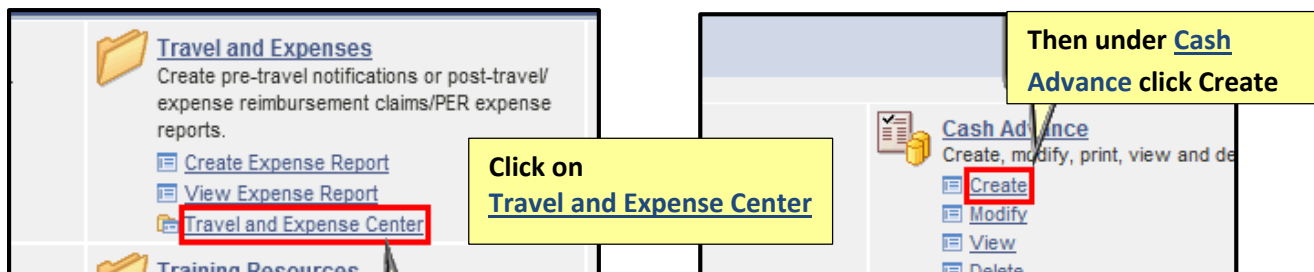


Instructions on How to Create a Cash Advance in PeopleSoft

- If you are a student or staff member, you must get our [TRAVEL ADVANCE FORM](#) signed off by your supervisor, and submit it AND the PDF of your PeopleSoft Report to the EAS Office.

IMPORTANT: You must ALWAYS submit an expense claim upon your return and apply your Advance to your claim.

START - Sign in to PeopleSoft from our EAS Home Page



Instructions on How to Create a Cash Advance in PeopleSoft

*Description: Boston Jun 2012

*Business Purpose: **Conference**

Comment:

Reference:

Accounting Defaults

Details

*Source

Hospitality
Meetings/Workshops
Purchase Goods & Services
Relocation
Research Activities
Teaching
Training

Then choose the business purpose

Accounting Defaults

Details

Source: Electronic Funds Transfer

Description: **Toronto-Jul 12-18, 2013**

*Amount: 500.00

Currency: CAD

Totals

Advance Amount: 0.00 CAD

Update Totals

Copy and paste your first description into this field

Enter the advance amount

Amount: 0.00 CAD

Update Totals

Then click Update Totals

IMPORTANT! Please make sure your Department ID is set correctly

Accounting Defaults

Details

Source: Electronic Funds Transfer

Description: **Toronto-Jul 12-18, 2013**

*Amount: 500.00

Currency: CAD

Totals

Advance Amount: 0.00 CAD

Update Totals

See It! Actions

Enter the desired information

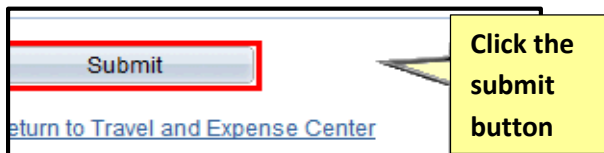
Customize | Find | View All | First | 1 of 1 | Last

Fund Code	Department	Program Code	Class Field	Project
210	360410	0	0	

OK Cancel

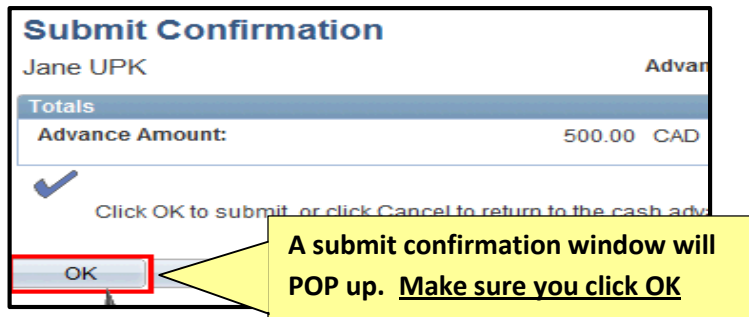
PLEASE be sure this is 360410
Click "OK" to finish.

Instructions on How to Create a Cash Advance in PeopleSoft



Submit

Click the submit button



Submit Confirmation

Jane UPK

Advances

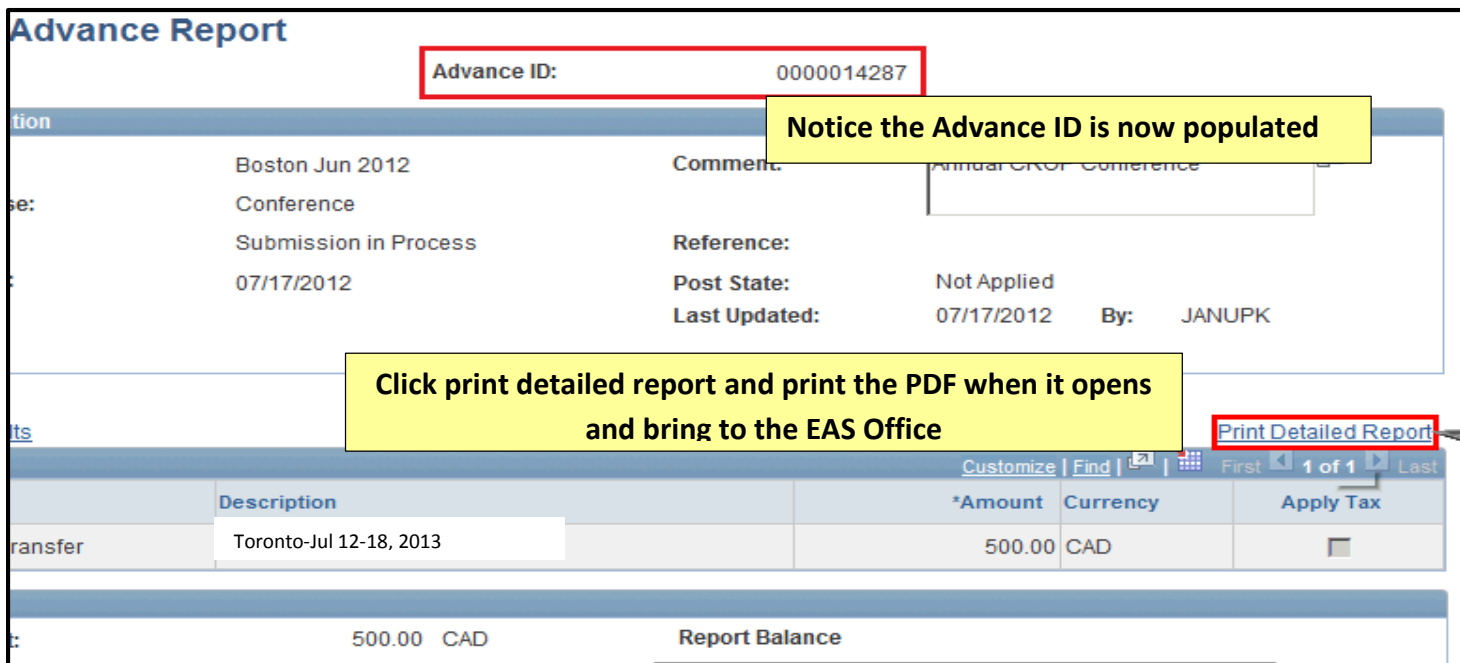
Totals

Advance Amount: 500.00 CAD

Click OK to submit or click Cancel to return to the cash advance

OK

A submit confirmation window will POP up. Make sure you click OK



Advance Report

Advance ID: 0000014287

Notice the Advance ID is now populated

Boston Jun 2012
Conference
Submission in Process
07/17/2012

Comments: Annual CROP Conference

Reference:
Post State: Not Applied
Last Updated: 07/17/2012 By: JANUPK

Click print detailed report and print the PDF when it opens and bring to the EAS Office

Print Detailed Report

Description	*Amount	Currency	Apply Tax
Toronto-Jul 12-18, 2013	500.00	CAD	<input type="checkbox"/>

500.00 CAD Report Balance

Applying the Advance to your Travel Claim



Accounting Defaults

Apply Cash Advance(s)

Details

Customize | Find | View All | First | 1 of 1 | Last

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Non Reimb	No Rcpt
<input type="checkbox"/>			Accommodations	05/23/2013	0.00	CAD	<input type="checkbox"/>	0.00		<input type="checkbox"/>	<input type="checkbox"/>

Instructions on How to Create a Cash Advance in PeopleSoft

Cash Advance Information

Enter or search for the Advance report #

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
<input type="text"/>	0.000	0.00		<input type="text"/> 0.00	CAD

Total Advance Applied: 0.00 CAD
Total Employee Expenses: 0.00 CAD
Total Due Employee: 0.00 CAD

Click to add the Cash Advance. Be sure to enter the FULL AMOUNT of the Advance. Update and "OK".

If your expenses are less than your Advance, enter only the amount equal to "Total Employee Expenses" to bring the resulting balance to \$0.

Note: If there are unspent funds from your Travel Advance in excess of your expenses, you are required to make arrangements at the EAS Office to repay the funds. Excess Travel Advance funds from one trip can't be "saved up" and applied to another claim.

IMPORTANT: You must ALWAYS submit an expense claim and apply your Advance to your claim, even if there is no balance owing to you.