Managing Cash Advance Requests Job Aid

Overview

When an Employee submits a Cash Advance Request, it is sent to their respective line manager for approval. Line managers receive notifications whenever a request is submitted that requires action. The line manager receives the full information of the request, including Comments, Attachments, and History.

This aid details the various actions a Line Manager can take on a submitted Cash Advance Request:

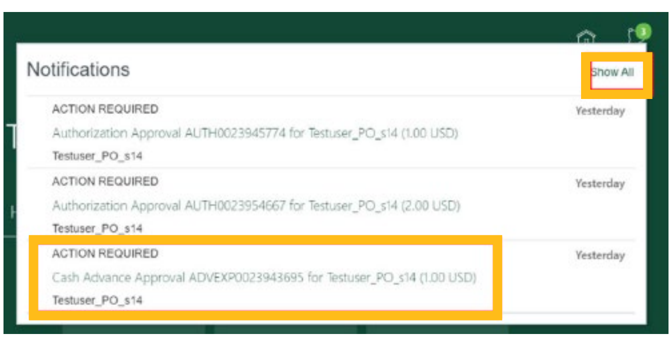
- Approve a Cash Advance.
- Reject a Cash Advance.
- Request more Information – **DO NOT USE THIS OPTION.**
- Reassign or Delegate a Cash Advance – This sends the request to a different user for review and approval.
    - Line Managers should use this feature to reassign or delegate to their Financial Manager (FM). This provides the business office with visibility into the trip.
    - If the employee is traveling for a different department, be sure to reassign or delegate to the FM of that department. See this webpage to determine the FMs for each department: https://ignite.web.baylor.edu/get-support/financial-managers
    - See Section IV for instructions on Reassigning or Delegating.

After the line manager approves a Cash Advance Request, it is routed to the expense auditor for review before processing.

I. Opening a Submitted Cash Advance Request

1. To view submitted **Cash Advance Requests**, click on the **Notifications Bell** in the top right corner of the screen.

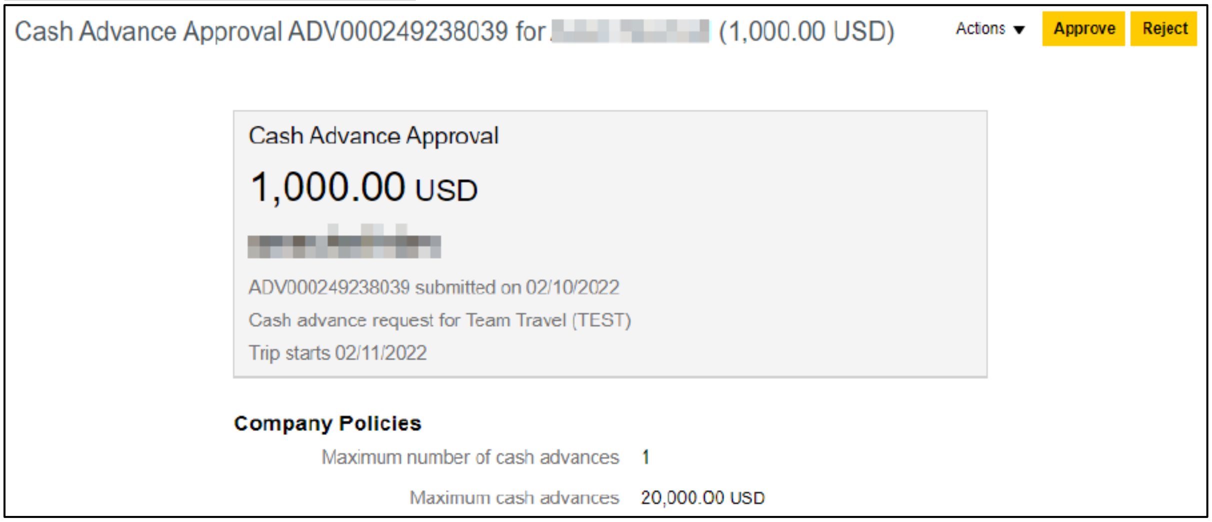
2. Select the **Cash Advance Request** you wish to manage by clicking on the link from the list displayed. If it is not shown in the most recent notifications, select **Show All** to view all the notifications available to you and select the link from there.



3. A **pop-up window** will open containing the selected **Cash Advance Request.**

II. Reviewing & Approving a Cash Advance Request

1. When the selected **Cash Advance Request** opens, review the information displayed on the page, such as the amount of the advance, the reason for the advance, and the date the trip begins.

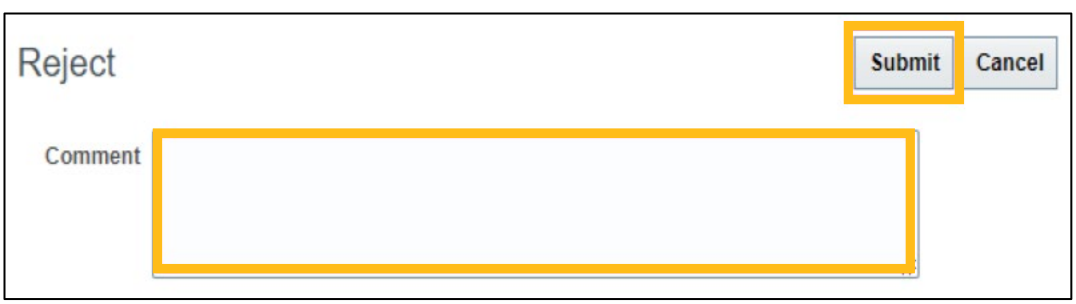


2. To Approve the requests, click the **Approve** button in the top right corner.

III. Rejecting a Cash Advance Request

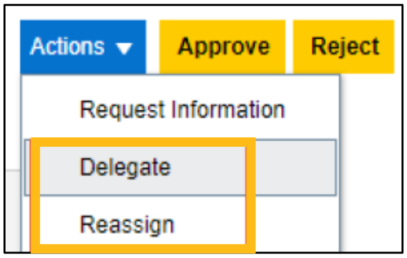
1. Click the **Reject** button in the top right corner to reject the request.

2. In the pop-up window, enter the rejection reason in the comment field. The cash advance requester sees this comment. Click **Submit**.



IV. Reassign/Delegate the Cash Advance Request

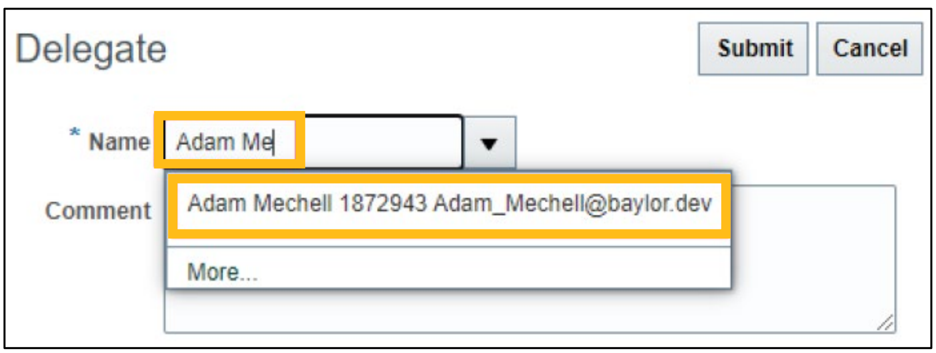
1. Click the **Actions** drop-down in the top right corner and select either:
    a. **Delegate** (allows a specified user to act on your behalf with your approval authority).
    b. **Reassign** (transfer the task to another user who has their own approval authority).



Note: Generally, delegating the task is preferable, as it ensures the individual can act even if they lack the appropriate system privileges.

2. When the Delegate/Reassign box opens, enter the name of the individual to send the task to.

    Start typing a name and all matching options appear in a list. Select the name to use.



3. Enter a **comment**, then click **submit**.

The delegated user can now review and either approve or reject the report on behalf of the original approver. If the report was reassigned, the reassigned user would need their own approval authority to approve or reject the report.