

**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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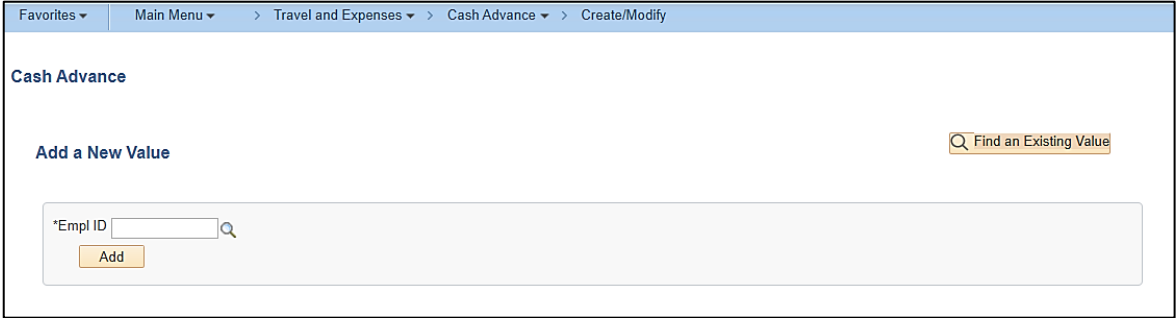




# Accounts Payable Job Aid

## AP315\_Creating a Cash Advance (VDOT Only)

### Revision History

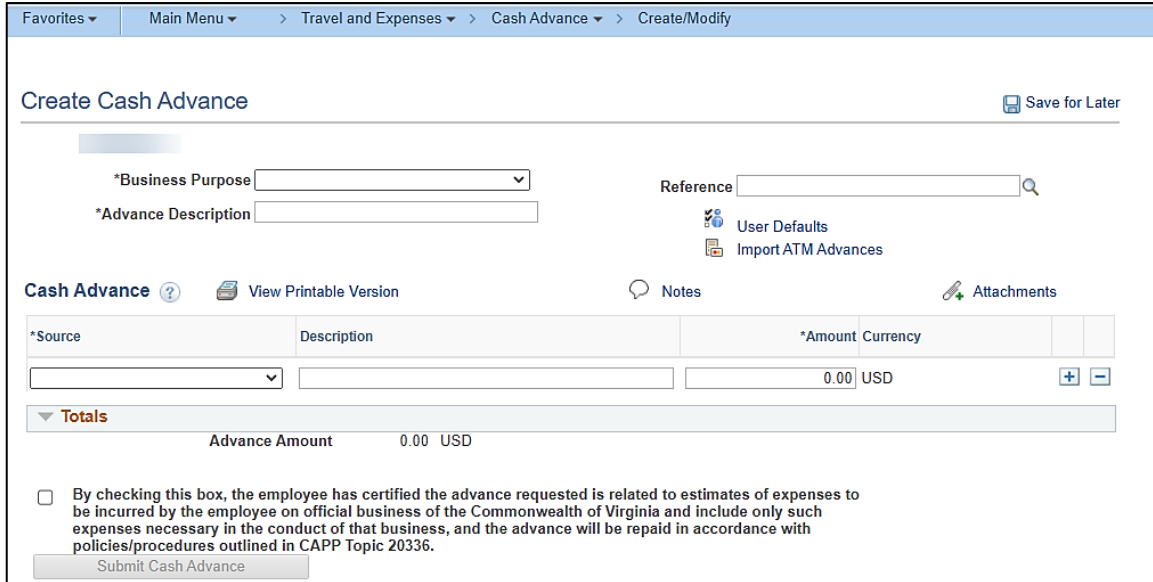
Revision Date	Summary of Changes
6/26/2025	Baseline.

### Creating a Cash Advance


Step	Action
1.	Navigate to the <b>Cash Advance</b> page using the following path: <b>Main Menu &gt; Travel and Expense Expenses &gt; Cash Advances &gt; Create/Modify</b>
The <b>Add a New Value</b> page displays. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee's Employee ID in the <b>Empl ID</b> field. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

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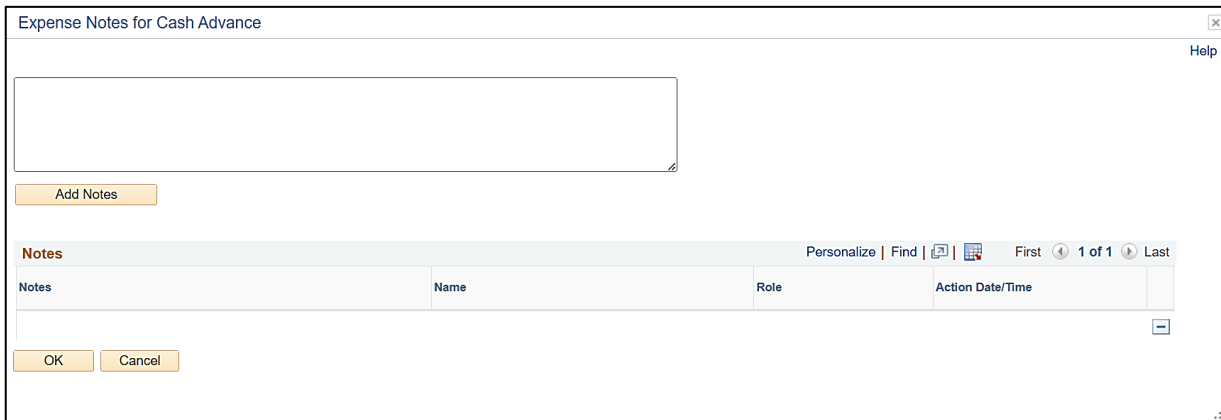
The **Create Cash Advance** page displays.



4.	<p>Click the <b>Business Purpose</b> dropdown button to select the reason for the request.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             *Business Purpose <span style="float: right;">▼</span> </div>
5.	<p>Enter a brief description for the Cash Advance in the <b>Description</b> field.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             *Description <span style="float: right;">▭</span> </div>
<div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; color: blue;">i</span> </div>	<p>This field allows up to 30 characters (including spaces).</p>
<div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; color: blue;">i</span> </div>	<p>The <b>Reference</b> field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             Reference <span style="float: right;">▭ 🔍</span> </div>
6.	<p>Click the <b>Attachments</b> link to add documents as applicable.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="font-size: 24px; color: blue;">+</span> Attachments         </div>
<div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; color: blue;">i</span> </div>	<p>See the <a href="#">Appendix</a> section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.</p>

Step	Action
7.	<p>To add an internal note to the Cash Advance, click the <b>Notes</b> icon.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;">  <span style="margin-left: 5px;">Notes</span> </div> <p>If a note is not needed, proceed to Step 11.</p>

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




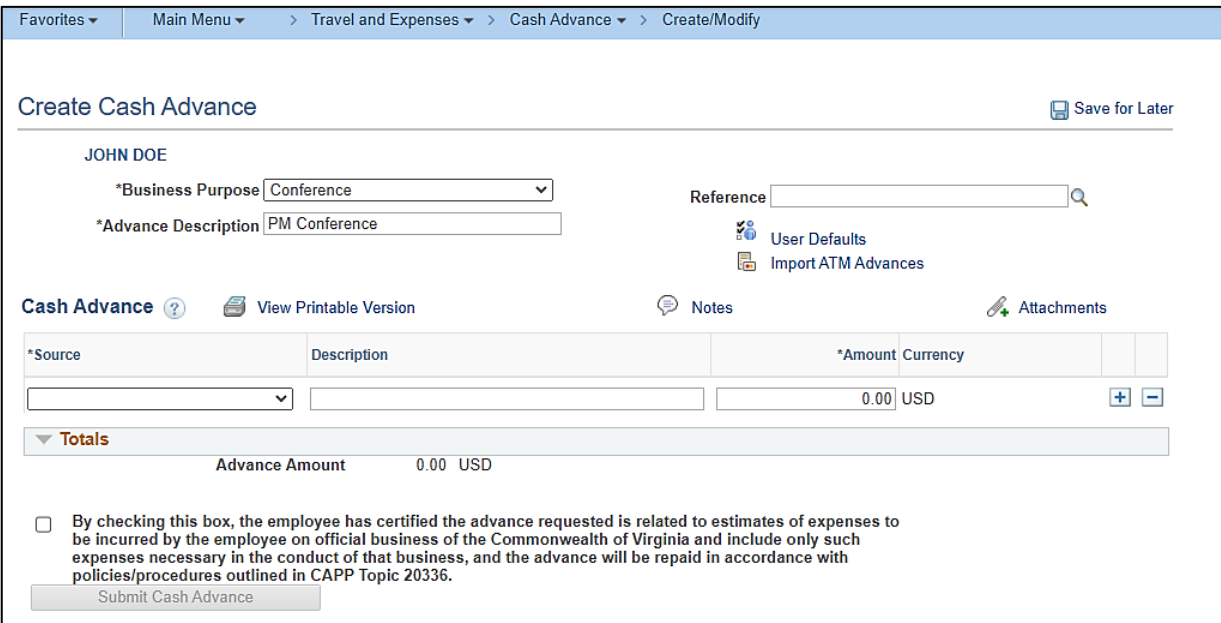

8.	<p>Enter information in the <b>Notes</b> field as applicable.</p> <div style="border: 2px solid red; height: 100px; width: 100%;"></div> <div style="border: 1px solid orange; padding: 5px; display: inline-block; margin-top: 10px;">Add Notes</div>
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9.	<p>Click the <b>Add Notes</b> button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Add Notes</div>
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The note displays within the **Notes** section.



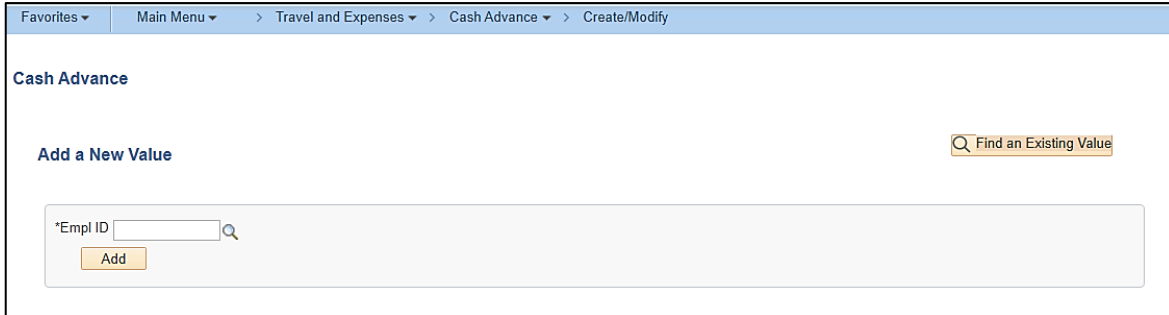
	<p>Cardinal automatically records the Role of the user that entered the note and applies a Date/Time stamp on the note.</p>
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Step	Action
10.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <div style="display: inline-block; border: 2px solid red; padding: 5px 15px; margin-right: 10px;">OK</div> <div style="border: 1px solid black; padding: 5px 15px; margin-right: 10px;">Cancel</div> </div>
<p>The <b>Create Cash Advance</b> page redisplay with lines filling the <b>Notes</b> icon (indicating that there is a note added).</p>	
	
11.	<p>Click the <b>Source</b> dropdown menu and select “System Check” (only available selection).</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">*Source</div> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> </div>
12.	<p>Enter a description for the Cash Advance in the <b>Description</b> field.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Description</div> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> </div>
	<p>This field allows up to 30 characters (including spaces).</p>

Step	Action
13.	Enter the amount of the Cash Advance in the <b>Amount</b> field. <div data-bbox="259 378 625 556" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: right; color: blue; font-weight: bold;">*Amount</div> <div style="border: 1px solid red; 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 <b>Add a New Row (+)</b> 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, proceed to Step 23. If the Cash Advance is not ready for submission, proceed to the next Step.
17.	Click the <b>Save for Later</b> link at the top of the page. <div data-bbox="259 1081 479 1144" style="border: 1px solid red; padding: 2px; margin-top: 10px;">  Save for Later         </div>
<p>A message displays at the top of the page with a <b>Report</b> field that includes the Cash Advance ID Number and the status of "Pending".</p> <div data-bbox="600 1249 1039 1312" style="border: 1px solid red; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <b>Report 000002516 Pending</b> </div>	
	<p>The <b>Modify Cash Advance</b> page displays.</p> <div data-bbox="259 1396 1356 1732" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="float: right; color: blue; font-weight: bold;">Save for Later</span> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>*Business Purpose <input type="text" value="Conference"/></p> <p>*Advance Description <input type="text" value="PM Conference"/></p> </div> <div style="width: 45%;"> <p>Report 000002516 Pending</p> <p>Reference <input type="text"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Cash Advance ?</span> <span>View Printable Version</span> <span>Notes</span> <span>Attachments</span> </div> </div>
18.	<p>To access the Cash Advance after it has been saved, navigate to the <b>Cash Advance</b> page using the following path:</p> <p><b>Main Menu &gt; Travel and Expenses &gt; Cash Advances &gt; Create/Modify</b></p>

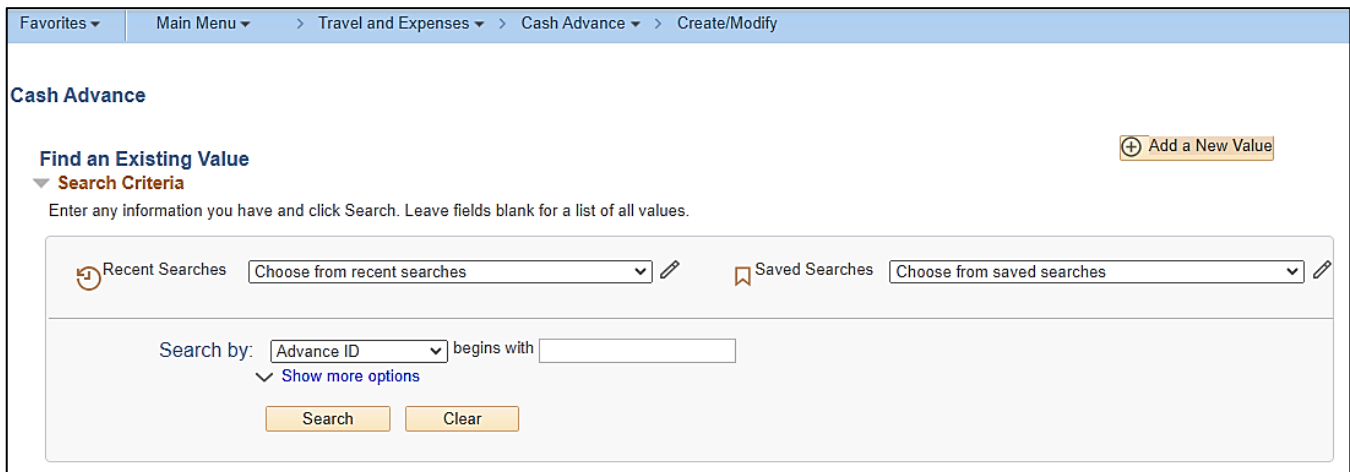
Step	Action
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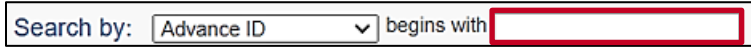
The **Add a New Value** page displays.



19.	Click the <b>Find an Existing Value</b> button. 
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The **Cash Advance Find an Existing Value Search** page displays.

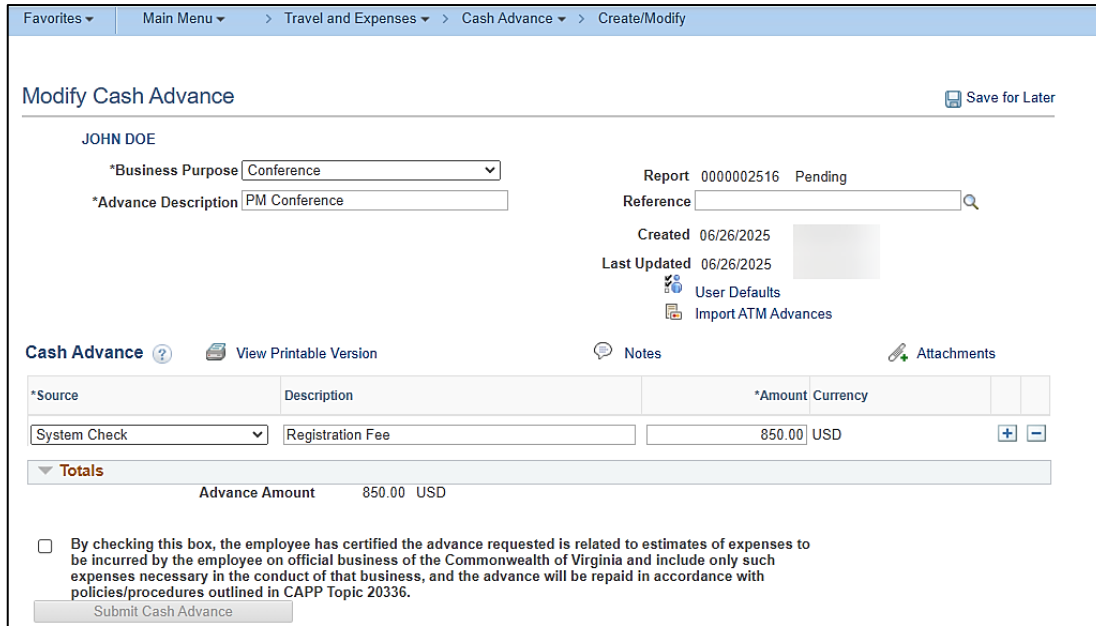


20.	Enter the Cash Advance ID Number in the <b>Advance ID</b> field. 
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21.	Click the <b>Search</b> button. 
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Step	Action
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The **Modify Cash Advance** page displays.

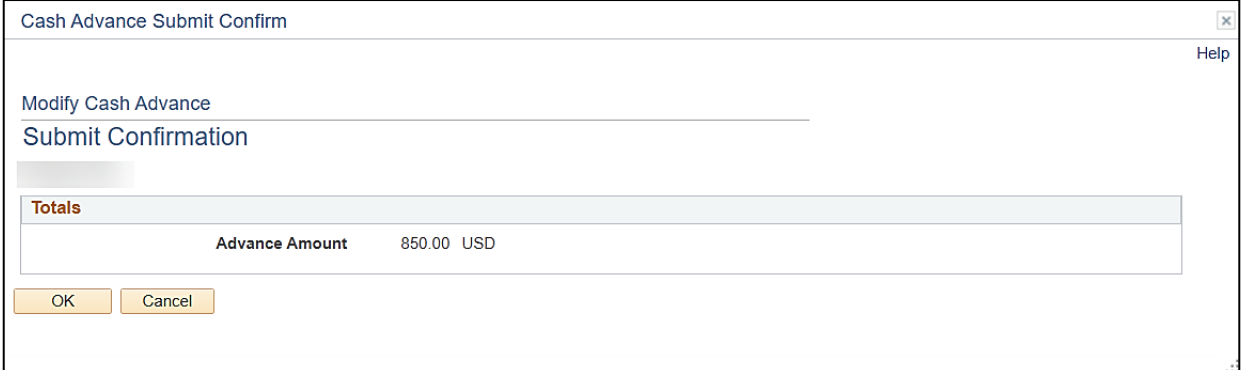





22.	Make any adjustments and/or additions to the Cash Advance if applicable.
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23.	Click the <b>Certification Statement</b> checkbox option. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> By checking this 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.         </div>
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	The <b>Submit Cash Advance</b> button is now enabled.
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24.	Click the <b>Submit Cash Advance</b> button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;">           Submit Cash Advance         </div>
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Step	Action
	<p>The <b>Modify Cash Advance Submit Confirmation</b> page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
	<p>If the Cash Advance was not saved for later, the page will display <b>Create Cash Advance</b> instead of <b>Modify Cash Advance</b>.</p>
25.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
	<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> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <p><b>Your cash advance 000002426 has been submitted for approval.</b></p> </div>
	<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