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. Refer to 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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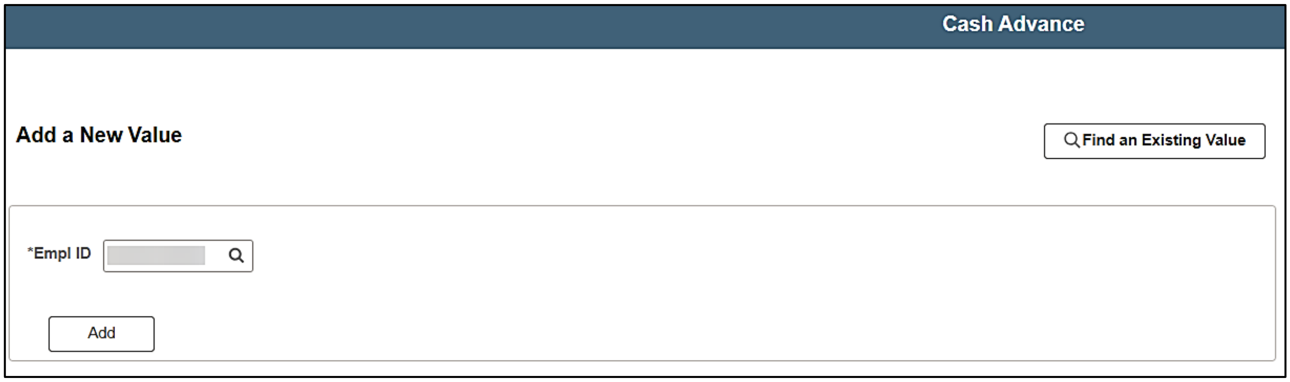
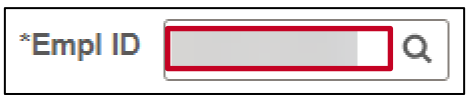
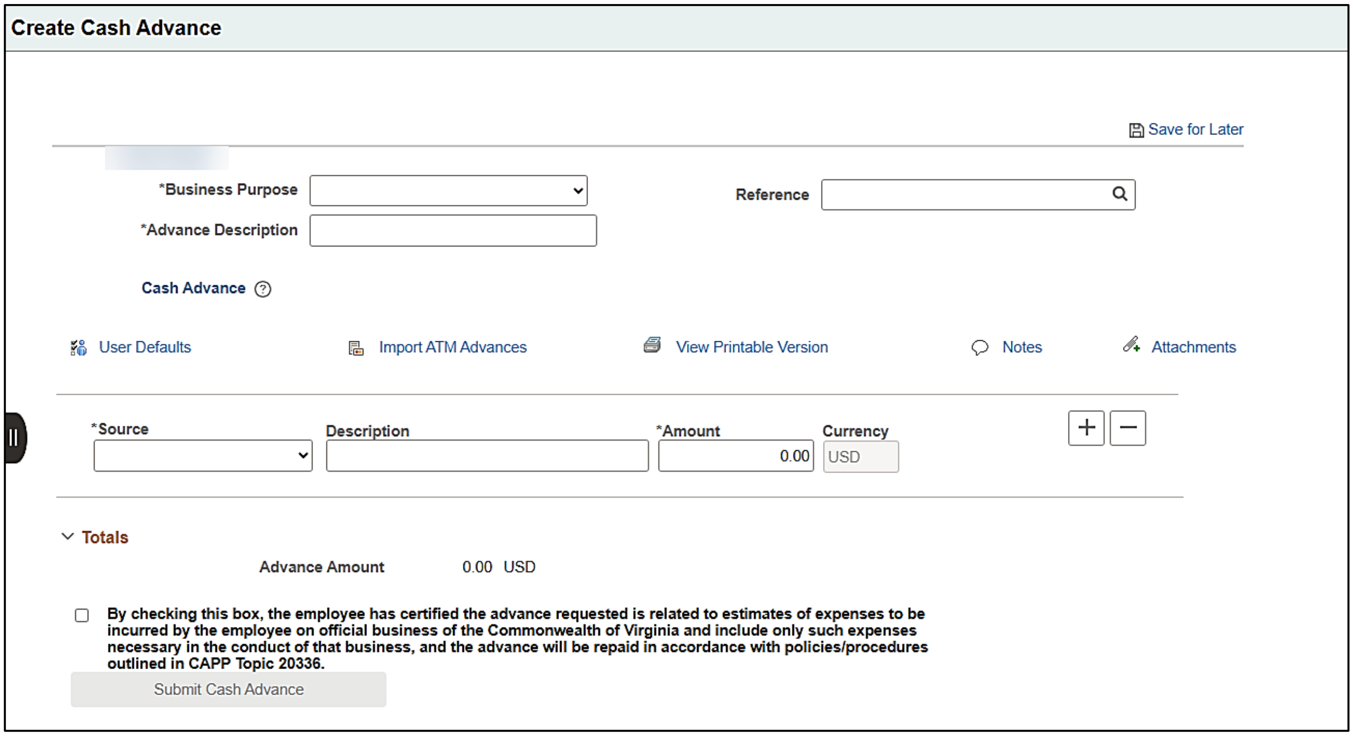
Revision History

Revision Date	**Summary of Changes**
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Baseline

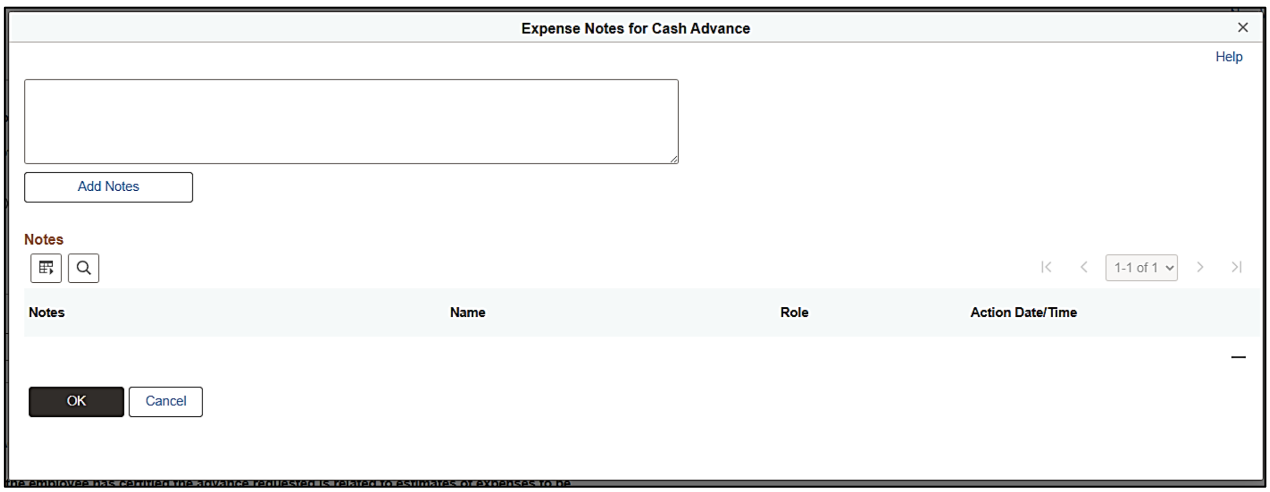
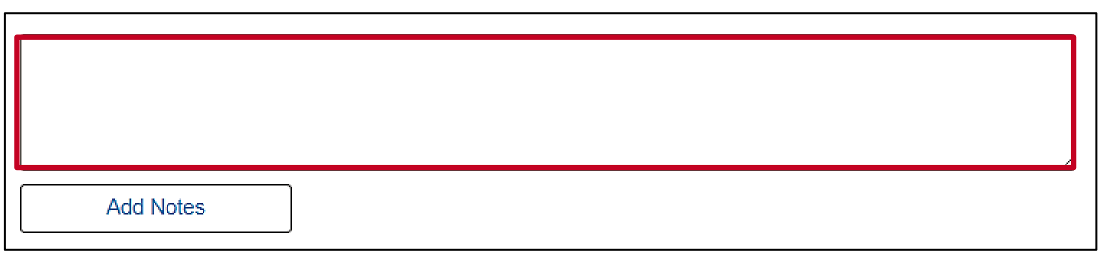
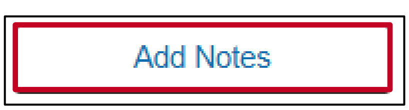
Creating a Cash Advance

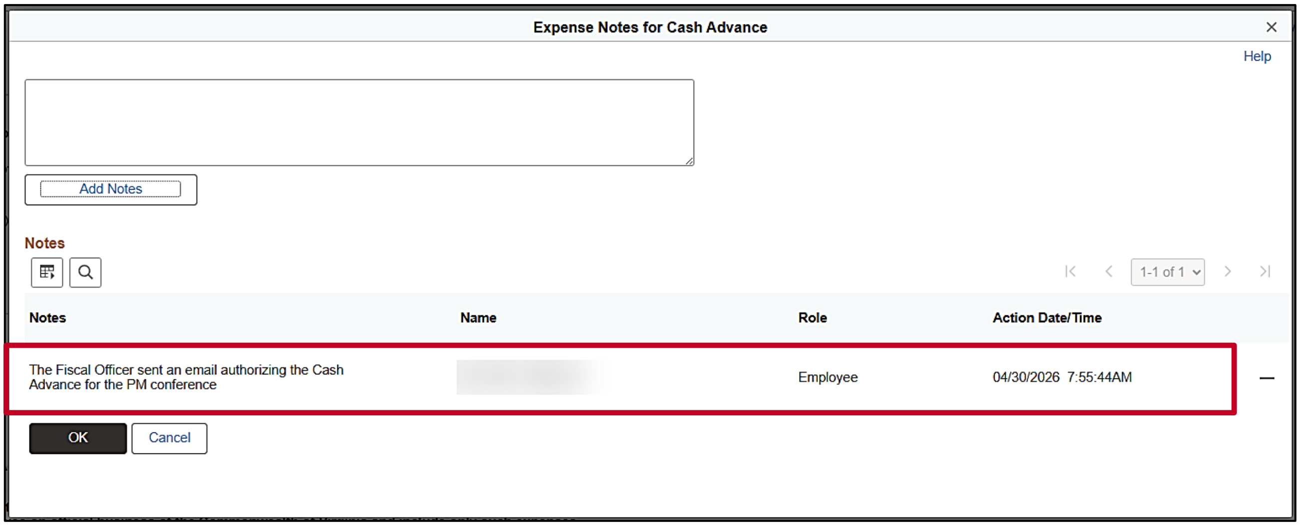
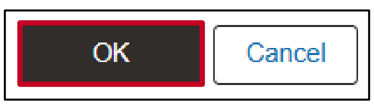
Step	Action
1.	Navigate to the **Create/Modify Cash Advances** page by clicking the **EX WorkCenter** tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Cash Advances > Create/Modify Cash Advances** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Regular Entry** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify**

Step	Action
	The **Add a New Value** page displays. 
3.	Verify or update the applicable employee's Employee ID in the **Empl ID** field. 
	A user ID automatically defaults in this field. Always verify the Employee ID.
4.	Click the **Add** button. 

Step	Action
	The **Create Cash Advance** page displays. 
5.	Click the **Business Purpose** drop-down button to select the reason for the request. 
6.	Enter a brief description for the Cash Advance in the **Advance 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. 
7.	Click the **Attachments** link to add documents as applicable. 

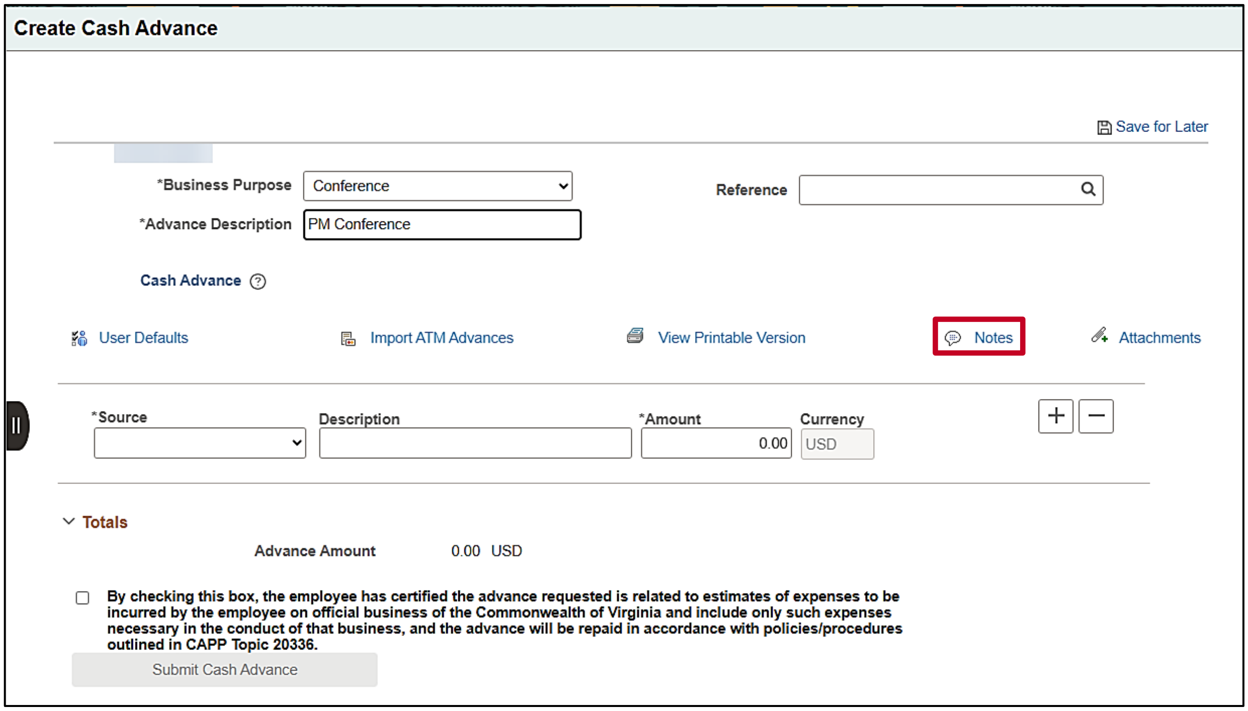
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>See the Appendix section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.</td></tr>
<tr><td>8.</td><td>To add an internal note to the Cash Advance, click the Notes icon.


If a note is not needed proceed to Step 11.</td></tr>
<tr><td colspan="2">The Expense Notes for Cash Advance displays in a pop-up window.

</td></tr>
<tr><td>9.</td><td>Enter information in the Notes field as applicable.

</td></tr>
<tr><td>10.</td><td>Click the Add Notes button.

</td></tr>
</table>

Step	Action
	The note displays under the **Notes** section. 
ℹ	Cardinal automatically records the Name and Role of the user that entered the note and applies a Date/Time stamp on the note.
11.	Click the **OK** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

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

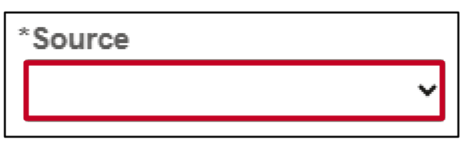


</td></tr>
<tr><td></td><td>

The lines in the **Notes** icon indicate a note was entered.

</td></tr>
<tr><td>12.</td><td>

Click the **Source** drop-down menu and select “System Check”.

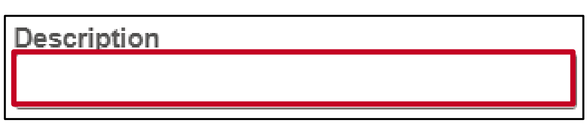


</td></tr>
<tr><td></td><td>

System Check is the only option for this field.

</td></tr>
<tr><td>13.</td><td>

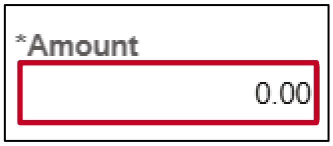
Enter a description for the cash advance in the **Description** field.



</td></tr>
<tr><td></td><td>

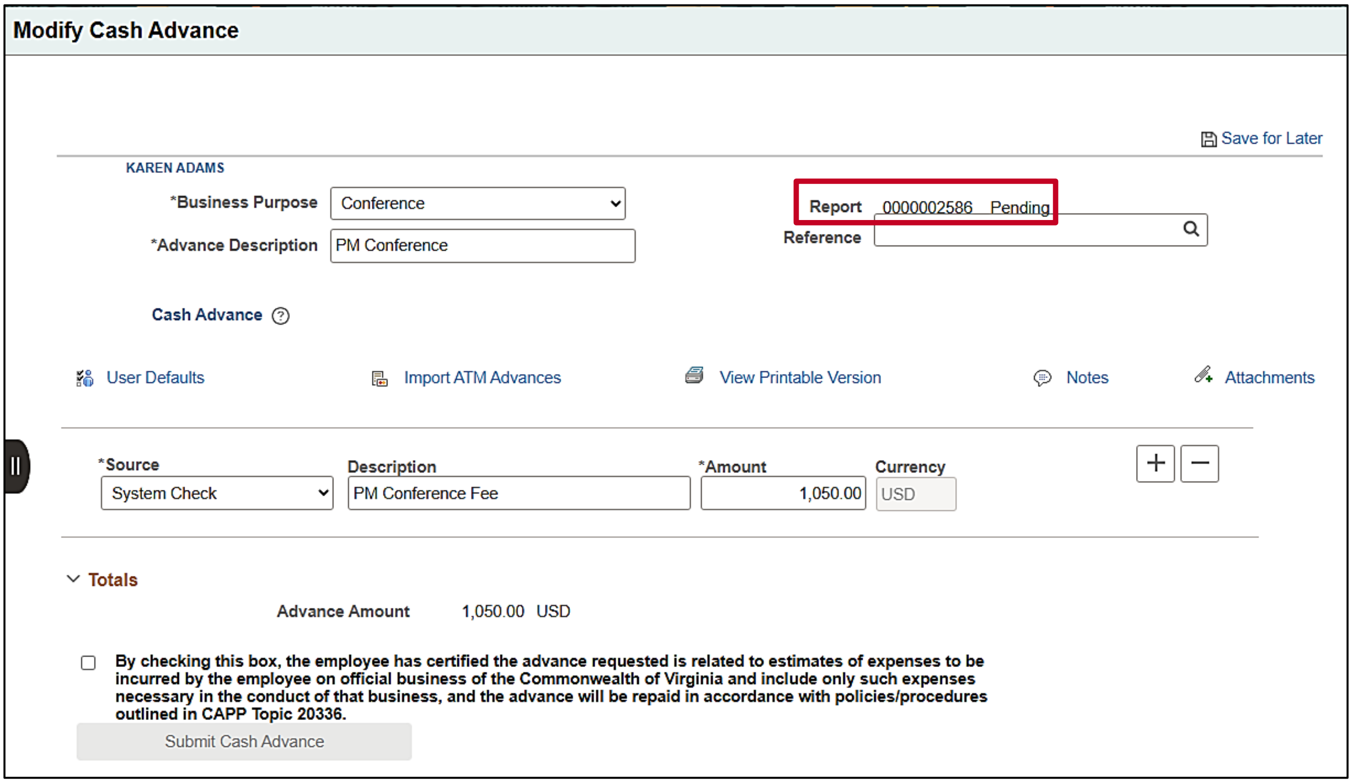
This field allows up to 30 characters (including spaces).

</td></tr>
</table>

Step	Action
14.	Enter the amount of the cash advance in the **Amount** field. 
	The total amount of a cash advance can be entered in a lump sum amount. When a cash advance contains varying amounts for more than one expense, a row can be added to provide amounts for each expense. Follow Agency policy regarding the need for additional rows.
15.	Click the **Add a New Row** (**+**) icon to add an additional row.
16.	Repeat **Steps 12 - 15** until all rows are added.
17.	If the Cash Advance is ready for submission, proceed to **Step 25**. If the Cash Advance is not ready for submission, proceed to the next step.
18.	Click the **Save for Later** link at the top of the page. 

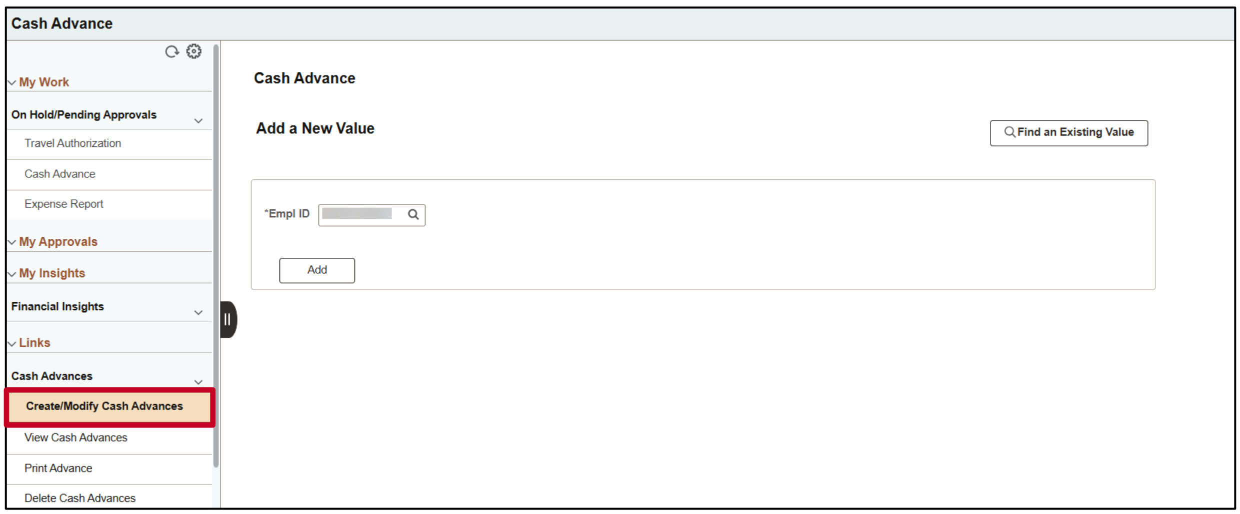
Step	Action

A message displays at the top of the page with a **Report** field that includes Cash Advance ID and the status of “Pending”.

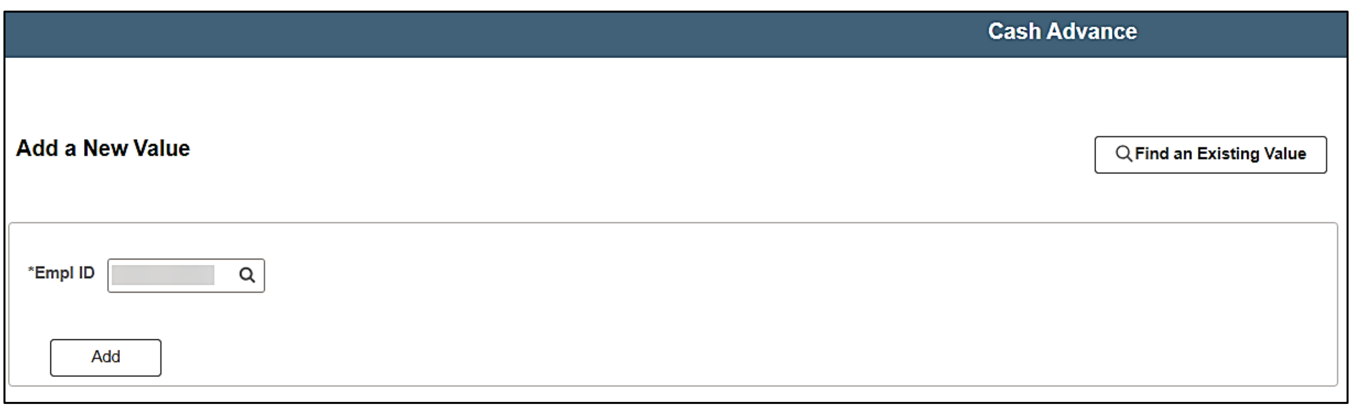


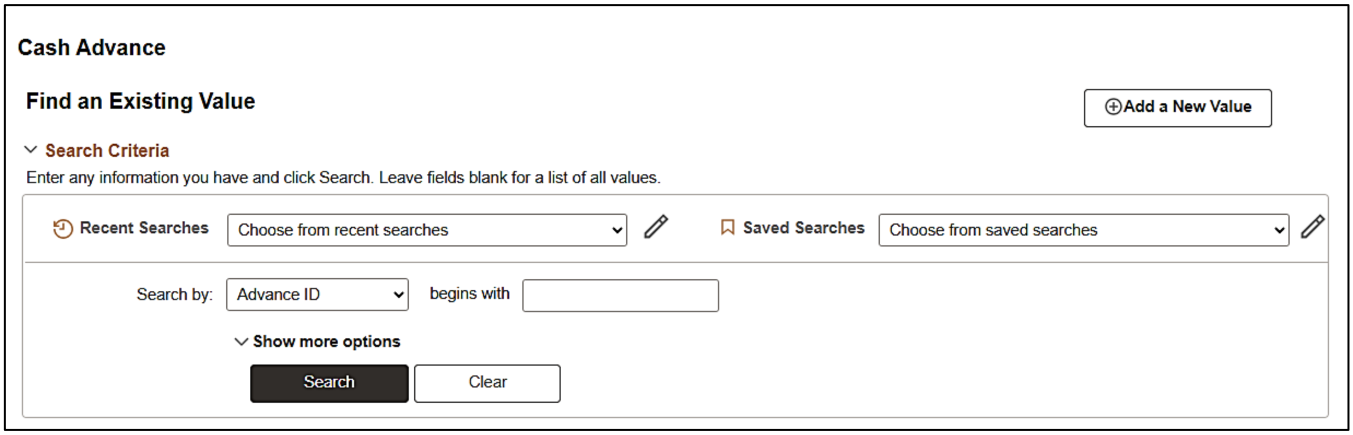
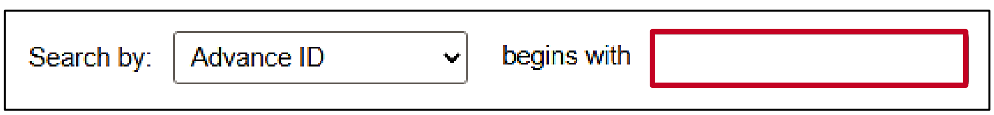
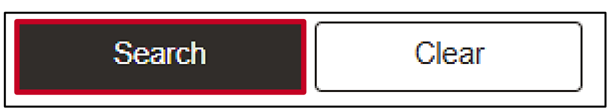
(i) The page name updates to **Modify Cash Advance**.

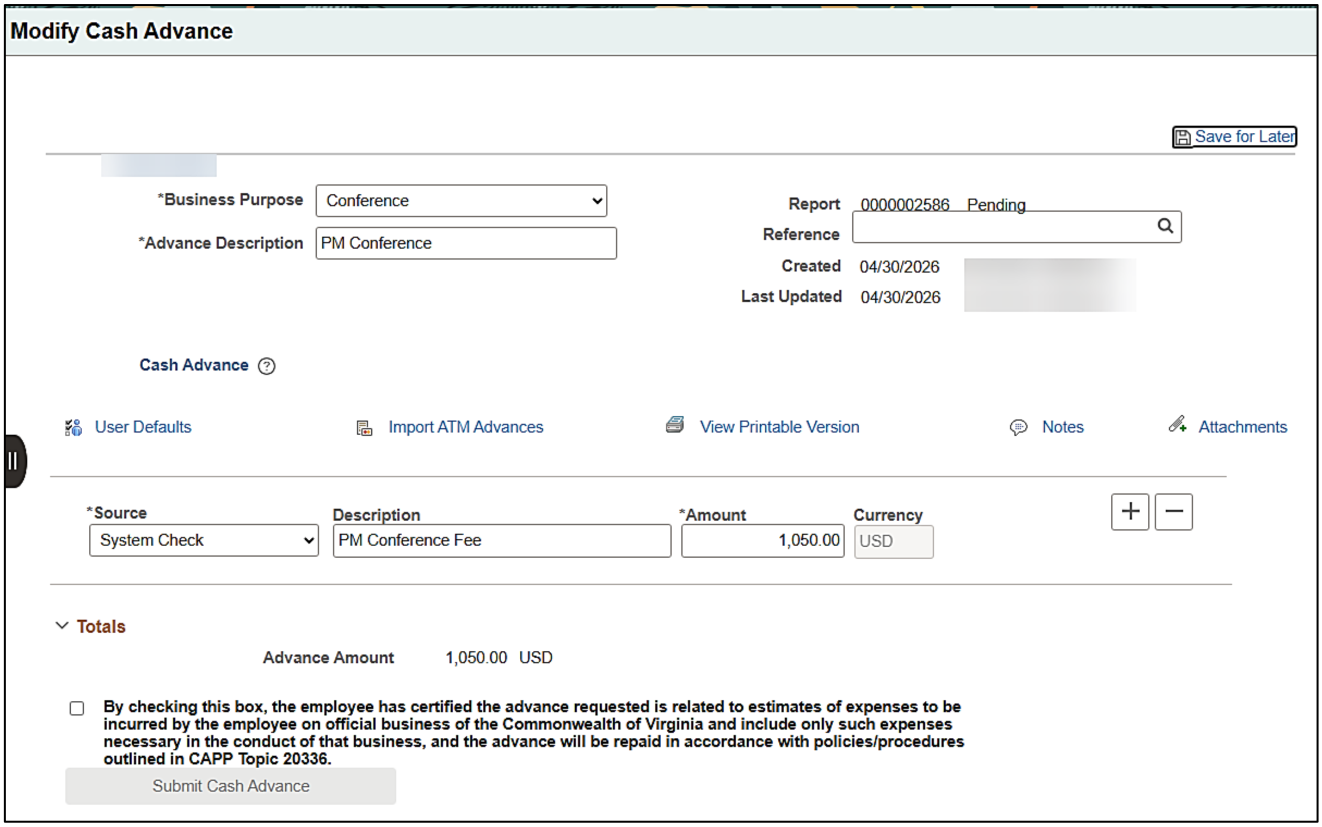
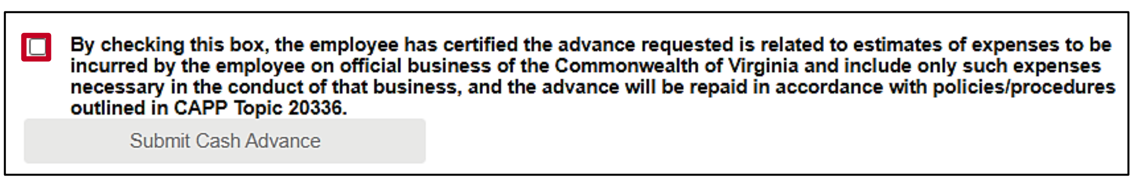
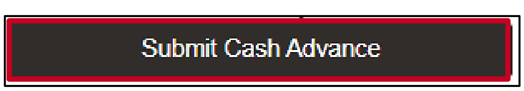
19. To access the Cash Advance after it has been saved, navigate to the **Create/Modify Cash Advances** page by clicking the **EX WorkCenter** tile.

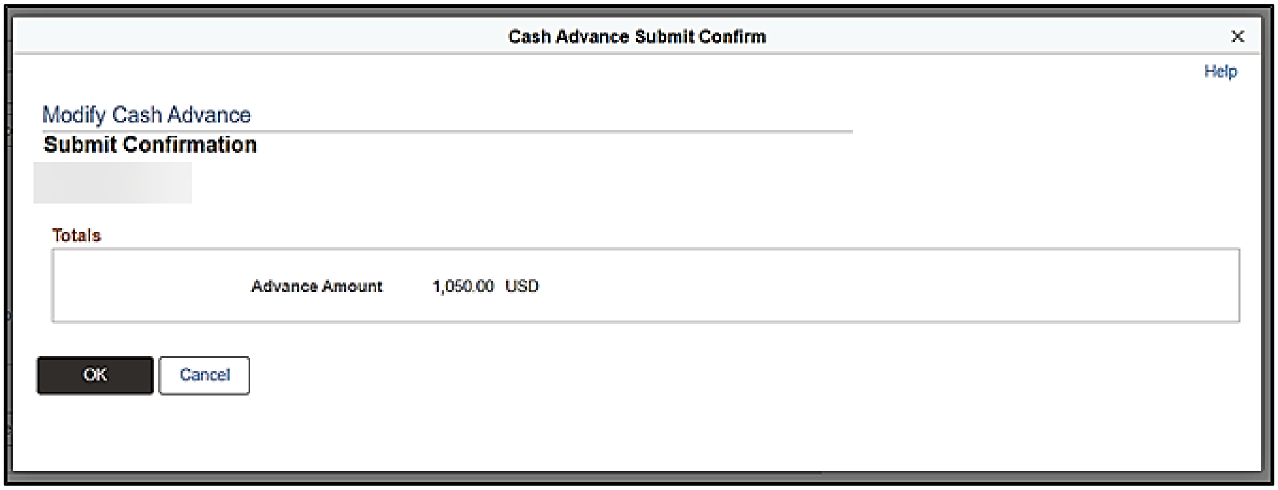
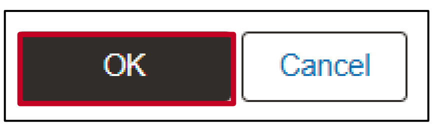
Step	Action
	Users can also access the **Create/Modify** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify**
20.	Use the following navigation path in the WorkCenter: **Links > Cash Advances > Create/Modify Cash Advances** **Note**: WorkCenter sections, folders and pages may vary page on the user's Security roles. 
	Users can also access the **Regular Entry** page using the following navigation path: **NavBar > Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify**

The **Cash Advance Add a New Value** page displays.



Step	Action
21.	Click the **Find an Existing Value** button. 
	The **Cash Advance Find an Existing Value Search** page displays. 
	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**.
22.	Enter the Cash Advance ID number in the **Advance ID begins with** field. 
23.	Click the **Search** button. 

Step	Action
	The **Modify Cash Advance** page displays. 
24.	Make any adjustment and/or additions to the Cash Advance if applicable.
25.	Click the **Certification Statement** check box. 
	The **Submit Cash Advance** button becomes enabled.
26.	Click the **Submit Cash Advance** button. 

Step	Action
	The **Cash Advance Submit Confirm** page displays in a pop-up window. 
	If the Cash Advance was not saved for the later the page name displays as “Create Cash Advance” instead of “Modify Cash Advance”.
27.	Click the **OK** button. 
	A message displays in red at the top of the page with the Cash Advance ID number indicating it has been submitted for approval. 
28.	Make note of the Cash Advance number.

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 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