

Approve a Cash Advance

Use this instruction guide to review how to approve a Cash Advance. To complete these tasks, you must have the **UF_EX_MANAGER** security role. To learn more, consider taking PST931 Travel and Expense Approver.

1. Log in to **myUFL**
 - Click the Login button Open an internet browser
 - Navigate to my.ufl.edu
 - Click the Access myUFL button
 - Enter your GatorLink username and password
 - Click the Login button
2. Navigate to: **NavBar > Main Menu > Financials > Travel and Expense > Approve Transactions > Approve Transactions**
3. Select the **Transaction ID** for the Cash Advance you want to approve.

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	1000.00	USD	Gator, Albert	12345678	Test	0000008476	04/28/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	247.00	USD	Day, Sonny	32324545	Membership Fees AERA	0001024489	02/26/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>	⚠	Expense Report	648.00	USD	Gator, Albert	12345678	ABC Conference	0001024546	03/26/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	1202.50	USD	Gator, Albert	12345678	ABC Conference	0001024547	03/30/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	101.46	USD	Gator, Albert	12345678	DEF Conference	0001024548	03/30/2021	Submitted for Approval	Department Manager
<input type="checkbox"/>		Travel Authorization	65.00	USD	Apple, Candy	22223333	2021 AERA Annual Mtg Virtual	0000459357	02/26/2021	Submitted for Approval	Department Manager

4. Click **Attachments** to view the traveler's signed Advance Request.

Accounting Template: STANDARD

Created: 04/28/2021 Albert Gator
Last Updated: 04/28/2021 John Jones
User Defaults

Cash Advance View Printable Version Notes Attachments

*Source	Description	*Amount	Currency
Electronic Funds Transfer	Test	1,000.00	USD

Accounting Details

5. Select **Accounting Details**.

The screenshot shows the 'Cash Advance' form. At the top, it displays 'Accounting Template STANDARD' and metadata: 'Created 04/28/2021 Albert Gator' and 'Last Updated 04/28/2021 John Jones'. Below this, there are links for 'View Printable Version', 'Notes', and 'Attachments'. A table below shows the transaction details: 'Electronic Funds Transfer' with a 'Test' description, an amount of '1,000.00', and 'USD' currency. At the bottom of the form, the 'Accounting Details' button is highlighted with a red rectangular box.

6. Review **Accounting Details** (GL Unit, Account, Source, Fund, Dept, Program, Bud Ref, CRIS, Project, Dept Flex, EmplID).

The screenshot shows the 'Accounting Details' section with a 'ChartFields' button. Below it is a table with the following data row highlighted by a red box:

GL Unit	Account	Source	Fund	Dept	Program	Bud Ref	CRIS	Project	Dept Flex
UFLOR	123123	A000000	100	12340000	1100	CRRNT		P0112601	

7. Select **Approve**.

The screenshot shows the 'Approval History' section. It features a workflow diagram with four stages: 'Submitted Albert Gator', 'Expense Manager John Jones', 'Prepay Auditor Sonny Day', and 'Payment'. Below the diagram is a table with the following data:

Role	Name	Action	Date/Time	Comments
Employee	Gator, Albert	Submitted	04/28/2021 1:56:00PM	
Expense Manager	Jones, John	Reassigned	04/28/2021 1:58:03PM	

Below the table is a 'Comments' section with a text input field. At the bottom, there are five buttons: 'Approve', 'Send Back', 'Hold', 'Deny', and 'Save Changes'. The 'Approve' button is highlighted with a red rectangular box.

8. Select **OK**.

Travel & Expenses - Cash Advance Report

Submit Confirmation

Albert Gator Advance ID 0000008825

Totals	
Advance Amount	1,000.00 USD

This report will be approved.

9. Select **OK**.

Approve Transactions

Approval Action Confirmation

April 28, 2021 02:22 PM EST

Approval Transaction Selected	
Expense Reports	0
Time Reports	0
Time Adjustments	0
Travel Authorizations	0
Cash Advances	1
<hr/>	
Total Transactions	1

These transactions will be Budget Checked
Transactions may not be available immediately if budget checking has not completed.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1241