

Cash Advance Information

Accounting Defaults for Cash Advances are populated from the information in the organizational data area of the employee profile. The employee’s profile must match the ChartField string in the TA. If the profile does not match, then change the default accounting ChartFields to what is in the TA.

To update the Accounting Defaults, navigate to: Main Menu>Financials>Travel and Expenses > Manage Employee Information > Update Profile. Enter the Employee ID or Name> Search, then click on the Organizational Data tab> Make changes if needed in the Default Values field>Save.

This should be completed before requesting the cash advance.

Employee Data
Organizational Data
User Defaults

Expenses Processing Data
Find | View All
First 1 of 1 Last

Valid for Expenses Yes

Reason for Status Passed All Validation Edits

Default Profile

Ignore Authorized Amounts

Ignore Group Location Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active

Hire Date 09/19/1997

*GL Unit UFLOL University of Florida

Department 64404000 FA-PDS-DISBURSEMENT

Hours Per Period Use Business Unit Default

Supervisor Information

*ID 72821890

Name Staples,Randall A

Default ChartField Values
Personalize | Find |
First 1 of 1 Last

*GL Unit	Source	Fund	Dept	Program	Bud Ref	CRIS	Project	Dept Flex	EmpID
UFLOL		101	64404000	1100	CRRNT				

Cash Advance Level

Business Unit 30,000.00 USD

Specific Amount

None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role

Save
Return to Search
Notify
Add

NOTE: The system restricts employees from editing their own employee profile. It will allow authorized users to edit a profile on behalf of an employee. Anyone that is authorized to input a travel or expense transaction for you will be able to alter your profile.

HR Information

Make sure the HR Information on the 2nd line is set to active, the Default Profile box is checked & the Supervisor Information is filled out.

Then input in the ChartField area the information

- The system **will** accept a Cash Advance that contains missing/invalid ChartField values.
- All Cash Advances are approved by the Travel Office prior to payment.
- The Travel Office will also validate to ensure ChartFields are properly updated in the Cash Advance.
- If not, the Cash Advance will be deleted and it will have to be input again.

Assistance

If you have problems adding ChartFields, please contact the Travel Department (travel@ufl.edu)

In 8.4 PeopleSoft, Cash Advances could only be input by the employee.

- In 9.2 PeopleSoft, Cash Advances can still be input by the employee, but now they can also be input by the originator.

To see all the new features of the upgraded Travel and Expense system, don't forget to take the **required** training:

- PST930 – Travel and Expense 9.2
- PST931 – Travel and Expense-Approver 9.2

For additional information or guidance, please feel free to contact the UF Travel Office staff at 392-1241.

Technical Assistance

If you need help with Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.