

**REQUEST CASH** 

# **A**DVANCES

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## **QUICK REFERENCE GUIDE EX-08**

#### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Request Cash Advances in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

This QRG covers the process of requesting Cash Advances. A Cash Advance is a request for payment made in advance by an employee to cover expenses that are expected to incur while traveling or conducting business.

### **Request Cash Advances**

To request Cash Advances, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **Home** page, click the Navigator []] icon.

						<mark>ر 39</mark>
	Good afterr	ioon,				
<	General Accounting	Intercompany Accounting	Budgetary Control	Cash Management	>	
	QUICK ACTIONS	APPS				
	Manage Intercompany Transactions	/ Outbound				
	Manage Intercompany Transactions	/ Inbound	ons Reconciliation	+		



3. Click the Me option and select Expenses.

$\leftarrow$			Show More
Home			
	Personal Information	Expenses	^
My Team			~
My Client Groups			~
Benefits Administration			~
Partner Management			~
Sales			~

4. Click the **Cash Advances** icon [6] on the left.

	Cash A	dvances ower		٩	۰
3	Actions ~	Request Cash Advance			See All
B	1400ADV00	0109504538 - Cash Advance for visit to NYU	Trip starts 4/4/23	10,000.00 USD Pending manager approval	
6	1400ADV00	0109503921 - Cash Advance Request	Trip starts 4/3/23	10,000.00 USD Rejected	×
	1400ADV00	0108793779 - For Maithili call		1,500.00 USD Ready for payment	

5. Select the Owner from the drop-down choice list.

In this example, we choose **DAQUILLA LADA**.

	Travel and Exp	oenses owner	DAQUILLA LADA	~				् 🌣
			BETTY ANN MCCRAF	RY				
	Expense Reports		DAQUILLA LADA DAQUILLA STEPHEN DEBORA HOLT	ISON				See All
<u>(</u>	+	Canceled 1400ER000097378373+1 Airfare w/ Description	LYNDZEE PEELE STEFAN BELL Search		oroval 0166882 e <b>nt</b>		Pending Approval 1400ER000110166878 <b>Travel</b>	
	Create Report	Canceled 194 days ago 1 item <b>2</b> ,	000.00 USD	Assigned to 1 item	DAQUILLA STEPHE	enson . <b>00</b> usd	Assigned to DAQUILLA ST	

6. Click the **Request Cash Advance** button.

	Cash Advances Owner DAQUILLA LADA		Q	¢
P	Actions V Request Cash Advance			See All
	1400ADV000109504538 - Cash Advance for visit to NYU	Trip starts 4/4/23	<b>10,000.00</b> USD Pending manager approval	
	1400ADV000109503921 - Cash Advance Request	Trip starts 4/3/23	<b>10,000.00</b> USD Rejected	×
	1400ADV000108793779 - For Maithili call		<b>1,500.00</b> USD Ready for payment	

7. On the **Request Cash Advance** page, enter the **Advance Amount** number and the **Purpose**.

In this example, choose **100** for *Advance Amount* field and **Meals for work trip** for *Purpose* field.

Request Cash Advance	Save	▼ Sub <u>m</u> it	<u>C</u> ancel
* Advance Amount	100.00 USD - US Dollar		
* Purpose	Meals for work trip		
Advance Type	Travel V		
Trip Start Date	m/d/yy		
Trip End Date	m/d/yy		
Attachment	None 🛨		

8. From the *Advance Type* drop-down choice list, select the appropriate Cash Advance option.

In this example, we choose **Travel.** 

Request Cash Advance		Save	•	Sub <u>m</u> it	<u>C</u> ancel
* Advance Amount	100.00 USD - US Dollar				
* Purpose	Meals for work trip				
Advance Type	Travel 🗸				
Trip Start Date	m/d/yy				
Trip End Date	m/d/yy				
Attachment	None -				

9. Select the Trip Start Date and Trip End Date.

Note: These should be provided if requesting a Temporary Cash Advance, or they can be left blank if requesting a Permanent Cash Advance.

Request Cash Advance	Save 🔻 Submit Cancel
* Advance Amount	100.00 USD - US Dollar
* Purpose	Meals for work trip
Advance Type	Travel ~
Trip Start Date	6/21/23
Trip End Date	6/23/23
Attachment	None 🚽

10. On the *Attachment* field, attach files as supporting documentation by clicking the **Manage Attachments** icon [ +].

Request Cash Advance		Save	•	Sub <u>m</u> it	<u>C</u> ancel
* Advance Amount	100.00 USD - US Dollar				
* Purpose	Meals for work trip				
	17				
Advance Type	Travel ~				
Trip Start Date	6/21/23				
Trip End Date	6/23/23				
Attachment	None 🕂				

11. The *Attachments* pop-up appears. Click the **Choose File** button.

Request	Cash Advance				s Second second	Save ▼ Sub <u>m</u> it <u>C</u> an	ncel
	Attachments					×	
	Actions View -	+ x 🁌 »					
	Туре	Category	* File Name or URL	Title	Description	с	
	File	✓ Miscellaneous ✓	Choose File No file chosen				
	Rows Selected 1					•	
						O <u>K</u> <u>C</u> ancel	

12. The *Open* pop-up appears. Select the required attachment from the local device and click the **Open** button.

Request Cash Advance	C Open	×	e ▼ Sub <u>m</u> it	<u>C</u> ancel
	$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\rightarrow$ This PC $\rightarrow$ Desktop $\checkmark$ $\eth$ $\checkmark$ Search Desktop			
Attachments	Organize • New folder	?	×	
Actions <b>view + x &gt;</b>	V SThis PC Name Date modified	^		
Type Category	> 3 3D Objects		с	
	Desktop	1		
File V Miscellaneous V	Downloads Meals for Work Trip.pdf 6/19/2023 11:00 AM	1	· · ·	
Rows Selected 1	Music EPictures		•	
	Videos	~		
	OSDisk (C:) V <	>	<u>Cancel</u>	
	File name:     Meals for Work Trip.pdf     All files (*.*)	$\sim$		
	Open Cancel			

13. On the *Attachments* pop-up, click the **OK** button.

Request	Cash Advance				S	ave ▼ Sub <u>m</u> it	<u>C</u> ancel
	Attachments					×	
	Actions 🔻 View 🔻	+ X 👌 »					
	Туре	Category	* File Name or URL	Title	Description	с	
	File	✓ Miscellaneous ✓	Choose File Meals for Work Trip.pdf				
	4					•	
	Rows Selected 1						
						O <u>K</u> <u>C</u> ancel	

14. Click the **Submit** button.

Note: Cost distribution will automatically come from the Employees HR payroll record. There is no way to change that when creating a cash advance.

Request Cash Advance		Save	•	Sub <u>m</u> it	<u>C</u> ancel
* Advance Amount	100.00 USD - US Dollar				
* Purpose	Meals for work trip				
	li li				
Advance Type	Travel ~				
Trip Start Date	6/21/23				
Trip End Date	6/23/23				
Attachment	Meals for Work Trip.pdf 🕂 🗙				

15. The **Request Cash Advance** page is redirected to the **Cash Advances** page. Review the created Cash Advance here.

Cash Advances Owner		ې پې
Actions V Request Cash Advance		See All
1400ADV000110166918 - Meals for work trip	Trip starts 6/21/23	<b>100.00</b> USD Submitted

### Wrap-Up

Request Cash Advances to cover expenses that are expected to occur while travelling or conducting business using the steps above.

#### Additional Resources

#### Instructor-Led Training (vILT)

• EX100: Expense Reports and Cash Advances