

FMS – Non-Travel Cash Advances

Request a Non-Travel Cash Advance

Cash advances for non-travel purposes are approved in limited instances. These instances include academic, student clubs & organizations, or athletic team events.

Source: [MCCCD Business Services, Cashiering/Fiscal Services](#).

Before creating the Cash Advance, **you must have an approved Official Function Form**. This will need to be uploaded as an attachment.

Note: The account number is recorded on the expense report when closing the cash advance. See instructions below for "Closing a Cash Advance."

1. Log into FMS using your MEID and password.
2. Follow the path: Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify.
3. In the Cash Advance screen, click Add.

The screenshot shows the 'Cash Advance' interface with two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is an 'Empl ID' field with a search icon. At the bottom, the 'Add' button is highlighted with a red box.

4. In the Create Cash Advance screen, in the Business Purpose field, click the drop-down arrow, and select Theater/Official Function.

The screenshot shows the 'Create Cash Advance' screen with a dropdown menu open for the '*Business Purpose' field. The menu lists various options, and 'Theater/Official Function' is highlighted with a red box.

5. In the Advance Description field, enter the appropriate activity information.

The screenshot shows the 'Create Cash Advance' screen with the '*Business Purpose' dropdown set to 'Theater/Official Function'. The '*Advance Description' text input field is highlighted with a red box.

6. In the Cash Advance section, in the Source column, click the drop-down arrow, and select Accounts Payable.

The screenshot shows the 'Cash Advance' section with the '*Source' dropdown menu open. 'Accounts Payable' is selected and highlighted with a red box.

7. In the Description field, enter details for the cash advance.

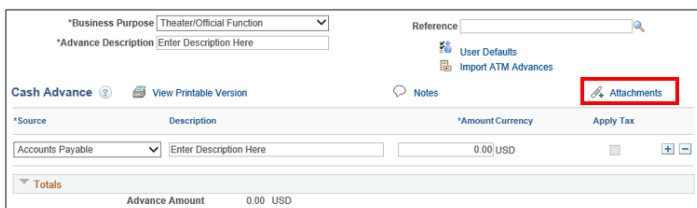
The screenshot shows the 'Cash Advance' section with the '*Source' dropdown set to 'Accounts Payable'. The 'Description' text input field is highlighted with a red box.

8. In the Amount Currency field, enter the cash advance amount requested.

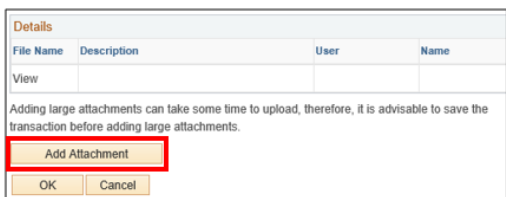
The screenshot shows the 'Cash Advance' section with the '*Source' dropdown set to 'Accounts Payable' and the 'Description' field filled. The '*Amount Currency' field is highlighted with a red box and contains '0.00 USD'.

Attachments

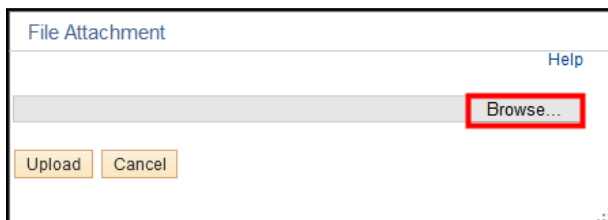
1. To add attachments for your cash advance request, click the Attachments link.



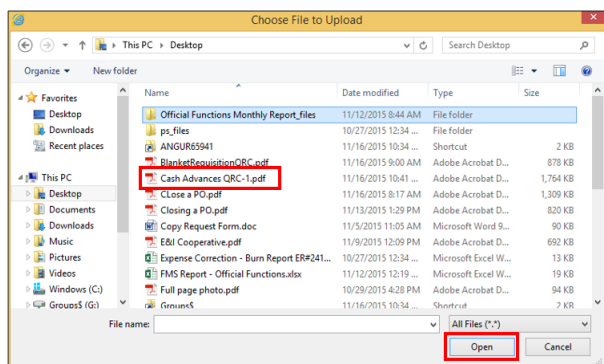
2. Click Add Attachment.



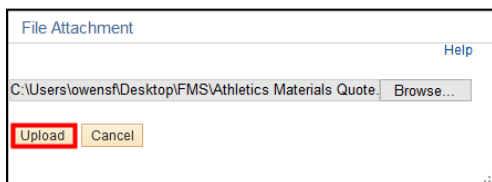
3. In the File Attachment window, click Browse.



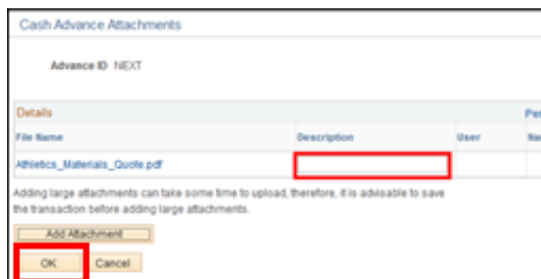
4. Find and double click on your attachment.



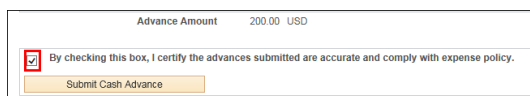
5. Click Upload.



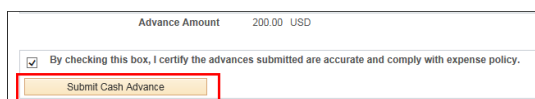
6. In the Description field, enter a description for your attachment, and click OK.



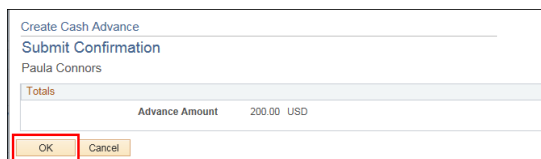
7. When finished, select the certification Acknowledgment box.



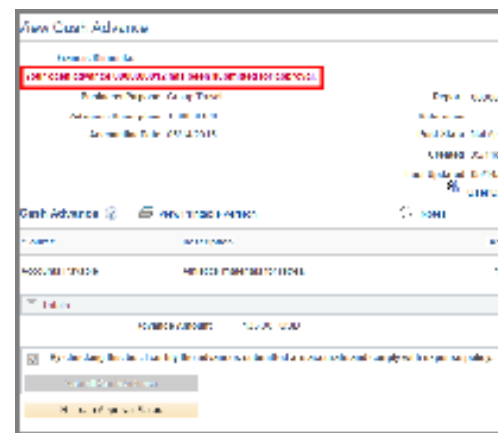
8. Click Submit Cash Advance.



9. Click OK to submit confirmation.



- Your cash advance has been submitted for approval.




Note: The account number is recorded when closing the cash advance.
**** See instructions below for Closing a Cash Advance.**

10. Sign out of FMS.

Close a Cash Advance – Employee Non-Travel

Employee

- **Return Excess Funds to Cashier Services**
 - **Employee should bring remaining funds & CFS account number to Fiscal for SIS deposit**
 - Fiscal will provide a receipt for deposit, to be included with purchase receipt(s) upload
 - Retain the receipts for upload onto the expense report
- **Create & Submit an Expense Report**
- Navigate: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
 - Select Add a New Value tab > Click Add
 - Click > Return (*No TA needed*)
- **Complete the following Fields**
 - Business Purpose: select “Theatre/Official Function”
 - Report Description: “Close Cash Advance” - *Describe the Event*
 - Reference: *Cash Advance Number (example – CA#0055)*
 - Default Location: Phoenix / Scottsdale
 - Date: *Date Completing Expense Report*
- **Complete the fields under Expenses**
 - Enter one line per receipt (click  to add more lines)
 - Multiple receipts for the same expense type may be combined
 - Expense Type: Other (*used as a miscellaneous purchase category*)
 - Description: *Describe the Purchase (also for “Unused Funds Deposited Date”)*
 - Payment Type: Employee Reimbursed
 - Amount: *Actual Amount Spent (or amount Returned for deposit)*
 - Billing Type: Non-PG
 - **Caution* selecting any other billing type, it will charge a PG account!*
 - Accounting Detail: To verify and/or make changes – select the dropdown arrow
 - **Account: Default is Travel (56520) – Must change to supplies (54100) or official function (53550), etc.**
 - Department: Must enter the FMS Dept #
 - Function: Must be entered for each line. **DO NOT Use “OTHER” function. This is restricted for District.** Should align with department or the activity
- **Complete one line for the returned funds (deposit) - if necessary**
 - Date: *Date Completing Expense Report*
 - Expense Type: Other
 - Description: *“Unused Funds Deposited Date”*
 - Payment Type: Employee Reimbursed
 - Amount: *Actual Amount Returned*
 - Billing Type: Non-PG
 - **Caution* selecting any other billing type, it will charge a PG account!*
 - Accounting Detail: To verify and/or make changes – select the dropdown arrow
 - **Account: Must change to supplies (54100) or official function (53550). Default is Travel (56520)**
 - Department: Must enter the FMS Dept #
 - Function: Must be entered for each line. Should align with department or the activity
- **Attach Receipts**
 - Department Receipt (*if there were excess funds deposited with Fiscal*)
 - Itemized receipts from vendors
 - Official Function form (*if applicable*)

- **Apply Cash Advance**
 - At Quick Start (*top right corner*) - click on the drop-down menu
 - Select “Apply/View Cash Advance”
 - Click Go
- **On the “Apply Cash Advance” screen**
 - ID#: enter *Cash Advance Number*
 - Amount: **DO NOT Change** – *should be total amount received for advance*
 - For More Than One Cash Advance
 - Click Add Cash Advance
 - Repeat Steps to Find and Apply Cash Advance
 - Click OK
- **Total Amount Due Employee:** Should be \$0.00
- **Total Amount Due Supplier:** Should be \$0.00
 - *If either of these fields have a value other than \$0.00, the cash advance was not properly applied to the expense report.*
- **Summary and Submit**
 - Check the acknowledgement box, then select > Submit Expense Report
 - Select > OK for Submit Confirmation
 - Report Status: Submission in process
- **NOTE:** *May show an “Outstanding Balance” if there are other Cash Advances issued & not reconciled*