Request a Non-Travel CashAdvance

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

Source:<u>MCCCD Business</u> <u>Services</u>, <u>Cashiering/Fiscal</u> <u>Services</u>.

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.
- Follow the path: Main Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify.
- 3. In the Cash Advance screen, click Add.

Cash Advance		
Find an Existing Value	Add a New Value	
Empl ID:	X	
Add		

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

ORACLE	All - Search
Create Cash Advance	Business Meeting Conference Speaker Education Reimbursement Group Travel KJZZ Fronteras Reports Recruiting Site Visit Study Abroad
*Business Purpose	Theater/Official Function
*Advance Description	Training / Workshop

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

*Busines	s Purpose Theater/Official Function
*Advance D	escription
	<u> </u>
ash Advance 👔	View Printable Version
Source	Description
	unan grunn
	✓
Totals	
Totals	Advance Amount 0.00 USD
Totals	Advance Amount 0.00 USD
Totals	Advance Amount 0.00 USD

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

*Business	Purpose Theater/Official	Function	~
*Advance De	escription		
Cash Advance 🛞	View Printable Ve	ersion	
*Source	Description		
Accounts Payable	∽		
Totals			
	Advance Amount	0.00 USD)

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

*Source	Description
Accounts Payable	✓

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

*Source	Description	*Amount Currency
Accounts Payable		0.00 USD

Attachments

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

*Business Purpose Theater/Official Function	Reference	b	٩	
*Advance Description Enter Description Here	200 E	User Defaults Import ATM Advances		
Cash Advance ② 🛛 🗃 View Printable Version	○ Notes		႔ Attachme	ents
*Source Description		*Amount Currency	Apply Tax	
Accounts Payable V Enter Description Here		0.00 USD		+ -
Totals				

2. Click Add Attachment.

Details				
File Name	Description		User	Name
View				
Adding large transaction	e attachments can before adding large	take some time to upload, the attachments.	erefore, it is advisat	le to save the
Add	Attachment			
OK	Cancel			

3. In the File Attachment window, click Browse.

File Attachment	
	Help
	Browse
Upload Cancel	

4. Find and double click on your attachment.

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🖉 🌉 This PC	🔁 Cash Advances QRC-1.pdf	11/16/2015 10:41	Adobe Acrobat D	1,764 KB	
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Documents	🔁 Closing a PO.pdf	11/13/2015 1:29 PM	Adobe Acrobat D	820 KB	
Downloads	💼 Copy Request Form.doc	11/5/2015 11:05 AM	Microsoft Word 9	90 KB	
🛛 🌗 Music	🔁 E&I Cooperative.pdf	11/9/2015 12:09 PM	Adobe Acrobat D	692 KB	
Pictures	Expense Correction - Burn Report ER#241	10/27/2015 12:34	Microsoft Excel W	13 KB	
Videos	EMS Report - Official Functions.xlsx	11/12/2015 12:19	Microsoft Excel W	19 KB	
Windows (C:)	🔁 Full page photo.pdf	10/29/2015 4:28 PM	Adobe Acrobat D	94 KB	
🖂 🖙 Groups\$ (G:) 🛛 👻	🖓 Groups	11/16/2015 10:34	Shortcut	2 KR	~
File n	ame:		✓ All Files (*.*)	_	~
			Open	Cancel	

5. Click Upload.

File Attachment	
	Help
C:\Users\owensf\Desktop\FMS\Athletics Materials Quote	Browse
	2101100
Upload Cancel	
	.:

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



7. When finished, select the certification Acknowledgment box.

Advance Amount	200.00 USD
By checking this box, I certify the advant	nces submitted are accurate and comply with expense policy.
Submit Cash Advance	

8. Click Submit Cash Advance.

Advance Amount	200.00 USD		
By checking this box, I certify the advances submitted are accurate and comply with expense policy.			
Submit Cash Advance			

9. Click OK to submit confirmation.

Paula Connors			
Totals			
	Advance Amount	200.00 USD	

• Your cash advance has been submitted for approval.

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

10. Sign out of FMS.

Employee

- Return Excess Funds to Cashier Services
 - o 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
 - \circ $\;$ 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
 - o 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) <u>Must change</u> to supplies (54100) or official function (53550), etc.
 - Department: Must enter the FMS Dept #
 - Function: Must be entered for each line. <u>DO NOT Use</u> "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
- \circ 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: <u>Must change</u> 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)
 - o 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"
 - $\circ \quad {\rm Click} \ {\rm Go}$
- 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