

# How to create a Cash Advance Request for ONLINE approvals

**NOTE: Before you begin** know your chartfield codes or ask your Department Manager.

1) Fins.sfu.ca - Log into your FINS account with your SFU computing ID and password

2) From your End-User WorkCentre choose Cash Adv-Create/Modify

SFU End-User WorkCentre

Main Reports/Queries

**My Work**

**Links**

**Expense Management**

- Expense Rpt - Create/Modify
- Expense Rpt - View/Print/Withdraw
- Expense Rpt - Delete
- Cash Adv - Create/Modify**
- Cash Adv - View/Print/Withdraw
- Cash Adv - Delete
- Other - Delegate Entry Authority
- Other - User Profile Attendees
- Other - Review Payments
- Other - Review Expense History

**Procurement Management**

- Requester Setup & Authorize Users
- Requisitions - Create/Modify
- Requisitions - View
- Purchase Orders - View
- Receipts - Create/Modify
- Manage Requisition Approvals

## Welcome to the FINS End-User WorkCentre

Welcome to the Simon Fraser University Financial Information System (FINS).

FINS is comprised of multiple modules that support the many financial processes performed at Simon Fraser University (SFU).

Modules used at SFU include:

- Travel and Expenses** - used to request cash advances and submit and track expense reports
- Purchasing** - used to process requisitions, purchase orders and receiving of goods and services
- Accounts Payable** - used to pay suppliers, independent contractors and non-employees for goods and services
- General Ledger** - used to manage journal entry transactions and produce financial reports
- Project Costing** - used to manage the financial aspects of projects at SFU
- Signing Authority Management (SAM)** - used to register authorized budget approvers for financial transactions

The modules and features you can access depends on the FINS security associated with your role.

If you need help with FINS:

| Module              | Email              | Call                         |
|---------------------|--------------------|------------------------------|
| Travel and Expenses | tex_help@sfu.ca    | 778-782-7087                 |
| Purchasing          | procurement@sfu.ca | 778-782-4260 or 778-782-4301 |
| Accounts Payable    | payables@sfu.ca    | 778-782-7087                 |
| General Ledger      | finshelp@sfu.ca    |                              |
| Project Costing     | finshelp@sfu.ca    |                              |
| SAM                 | finauth@sfu.ca     | 778-782-8713                 |

To access online FINS training, [click here](#).

| Online Tutorial Videos                  | URL Link              |
|---|-----------------------|
| Approve a Cash Advance or Expense Claim | <a href="#">Video</a> |
| Approve a Purchase Requisition          | <a href="#">Video</a> |

3) Click on Add a New Value to start a new request.

The screenshot shows the SFU End-User WorkCentre interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'SFU End-User WorkCentre'. Below this is the SFU logo and the text 'SIMON FRASER UNIVERSITY ENGAGING THE WORLD'. The main content area is titled 'SFU End-User WorkCentre' and has a sidebar on the left with 'Main' and 'Reports/Queries' tabs. Under 'Main', there are sections for 'My Work' and 'Links'. The 'My Work' section is expanded to show 'Expense Management' and 'Procurement Management'. Under 'Expense Management', 'Cash Adv - Create/Modify' is selected. The main content area is titled 'Cash Advance' and has two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a search box for 'Empl ID' with the value '888888880' and a magnifying glass icon. Below the search box is an 'Add' button. At the bottom of the main content area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

4) Complete **Create Cash Advance Header** Section by Choosing \*Business Purpose, filling in \* Advance Description, \*Advance Required by Date and Advance Settlement Date (date you are finished with the Advance). Fields with an **asterisks\*** are required fields all others optional.

## Create Cash Advance

Save for Later

Tommy Traveler

Empl ID: 888888880

\*Business Purpose c. Business and Travel Expense ▾

\*Advance Description CAUBO 2018 conference

Department Admin

Reference

\*Advance Required By Date

\*Advance Settlement Date

5) Either enter your [Project Alias](#) and push the tab key OR enter your [Fund](#) [DeptID](#) [Program](#)

Accounting Details - Charge To:

|                      |             |          |                      |                      |                      |                      |                      |                      |
|----------------------|-------------|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Project Alias</b> | Object Code | *GL Unit | Fund                 | *DeptID              | Program              | PC BU                | Project ID           | Activity ID          |
| <input type="text"/> | 1300        | SFUNV    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Cash Advance** [View Printable Version](#) [Reason for Advance](#) [Attachments](#)

| Description          | *Amount Currency |
|----------------------|------------------|
| <input type="text"/> | 0.00 CAD         |
| <b>Totals</b>        |                  |
| Advance Amount       | 0.00 CAD         |

6) Fill in [Reason for Advance](#) by clicking on the link. Explain in detail the reason for cash advance. If cash advance is for travel, please include dates of travel and travel destination. You should also read the Travel policy before you leave.

Push  button then the okay button.

Expense Notes for Cash Advance

Purpose of expenses to be reimbursed must be for approved university business consistent with the University mission. Explain in detail the reason for cash advance.

If the cash advance is for travel, please include (1) **dates of travel** and (2) **travel destination** in the note section below.

See Policy link [AD3.2](#) for further details.

Travel to Caubo conference May 2 - May 5 - paid airfare and conference fee already

←

**Notes** Personalize | Find | First 1 of 1 Last

| Notes | Name | Role | Action Date/Time |
|-------|------|------|------------------|
|-------|------|------|------------------|

Electronic: Enter online, attach supporting documentation, submit and the form will automatically route for electronic approval.

**Tip:** You may add more than one note at any time.

7) Attach any scanned backup by clicking on the  Attachments link.



Expense Report Attachments

Report ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

| File Name | Description | User | Name | Date/Time Stamp |
|-----------|-------------|------|------|-----------------|
| View      |             |      |      |                 |

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel


Browse files and upload.

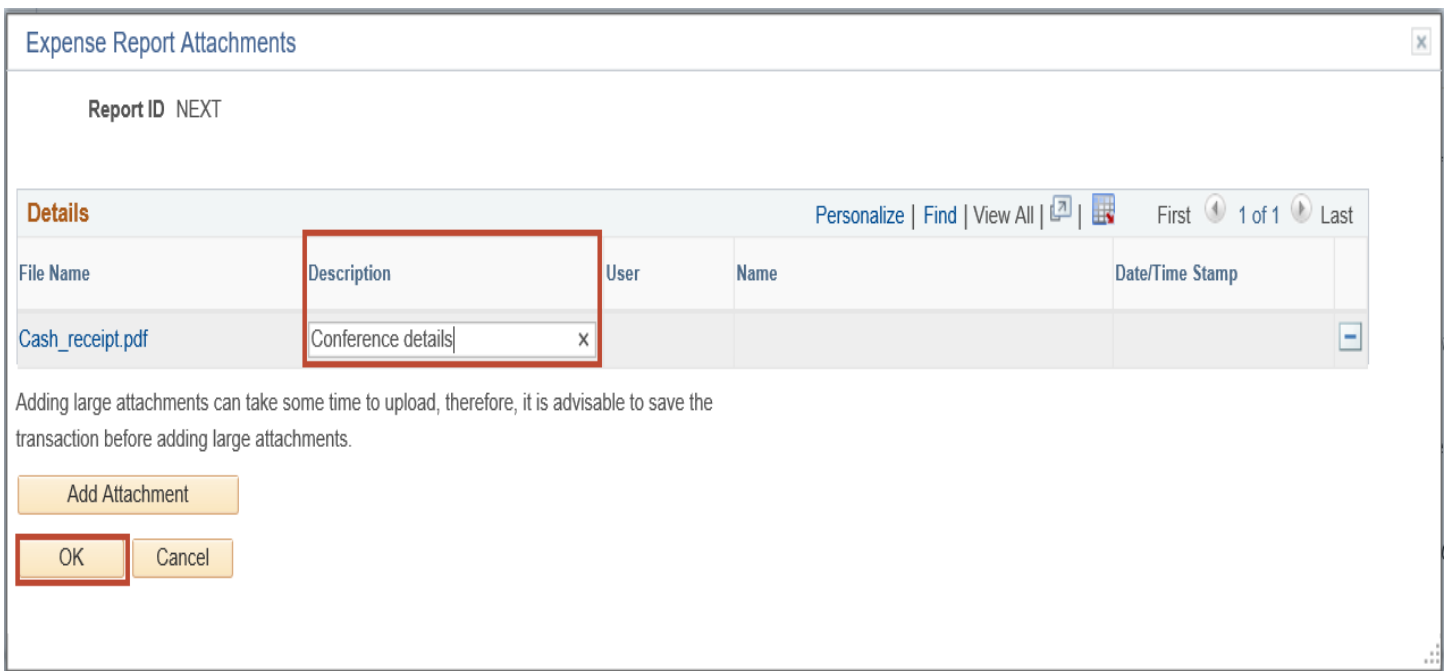


File Attachment

Help

Upload Cancel Browse...

You may add a description or name your attached file. You may add more by clicking  again.



Expense Report Attachments

Report ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

| File Name        | Description        | User | Name | Date/Time Stamp |
|------------------|--------------------|------|------|-----------------|
| Cash_receipt.pdf | Conference details | x    |      |                 |

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

8) Next, enter your details of request. You may add lines by pushing on the



**Cash Advance** View Printable Version Reason for Advance Attachments

| Description        | *Amount  | Currency |  |
|--------------------|----------|----------|--|
| Airfare to Toronto | 850.00   | CAD      |  |
| Conference Fees    | 350.00   | CAD      |  |
| <b>▼ Totals</b>    |          |          |  |
| Advance Amount     | 1,200.00 | CAD      |  |

9) Last step is to check the box to certify you are complying with policy **AD3.2**. Push

Submit Cash Advance

By checking this box, I certify the advance submitted are accurate and comply with expense policy.

Submit Cash Advance

Once submitted, the claim will automatically be routed for electronic approval. You may follow the workflow process anytime through your **Cash Adv-View/Print/Withdraw** function.

If you need to **modify** or **delete** your request, you may use the **Withdraw** function located near the bottom of the page to put your request back into pending status as long as the next step has not been actioned by pushing the Withdraw Cash Advance. Make your edits by choosing **Cash Adv-create/modify** – click on Find an Existing Value tab – search. All pending status advances will show. Submit request again to enter back into workflow.

➤ **Expense Management**

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By checking this box, I certify the advance submitted are accurate and comply with expense policy.

Submit Cash Advance

Withdraw Cash Advance

Submitted On 03/23/2018

Submitted By Tommy Traveler

10) On the bottom of the summary page, you will have full visibility on the status of your request. This example shows the claim is now with the Payment Services Department for processing.

▼ **Approval History**



For more detailed instructions please see the Finance website <http://www.sfu.ca/finance/departments/payments.html>

Any questions, please email [Tex\\_Help@sfu.ca](mailto:Tex_Help@sfu.ca) or call the Help line at **778-782 7087**