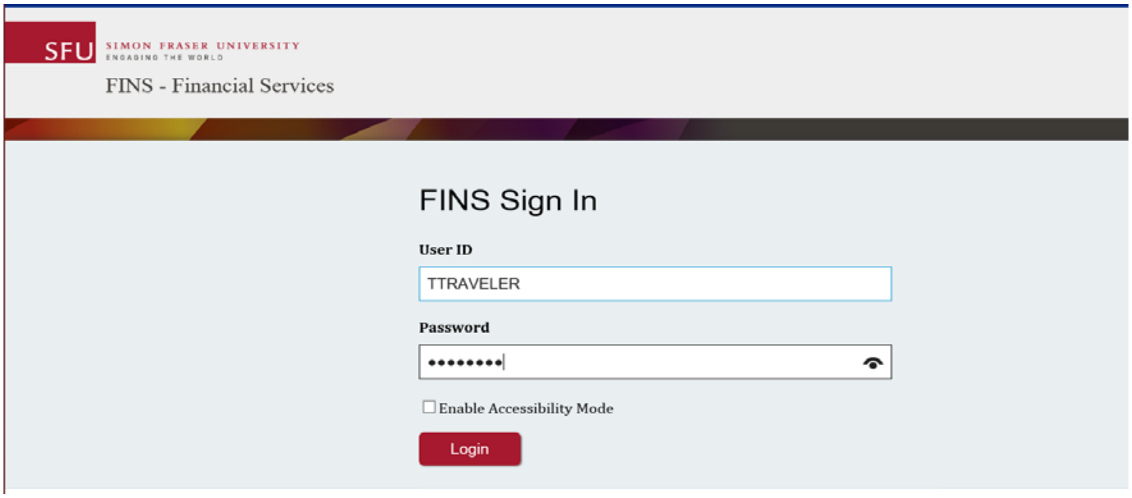
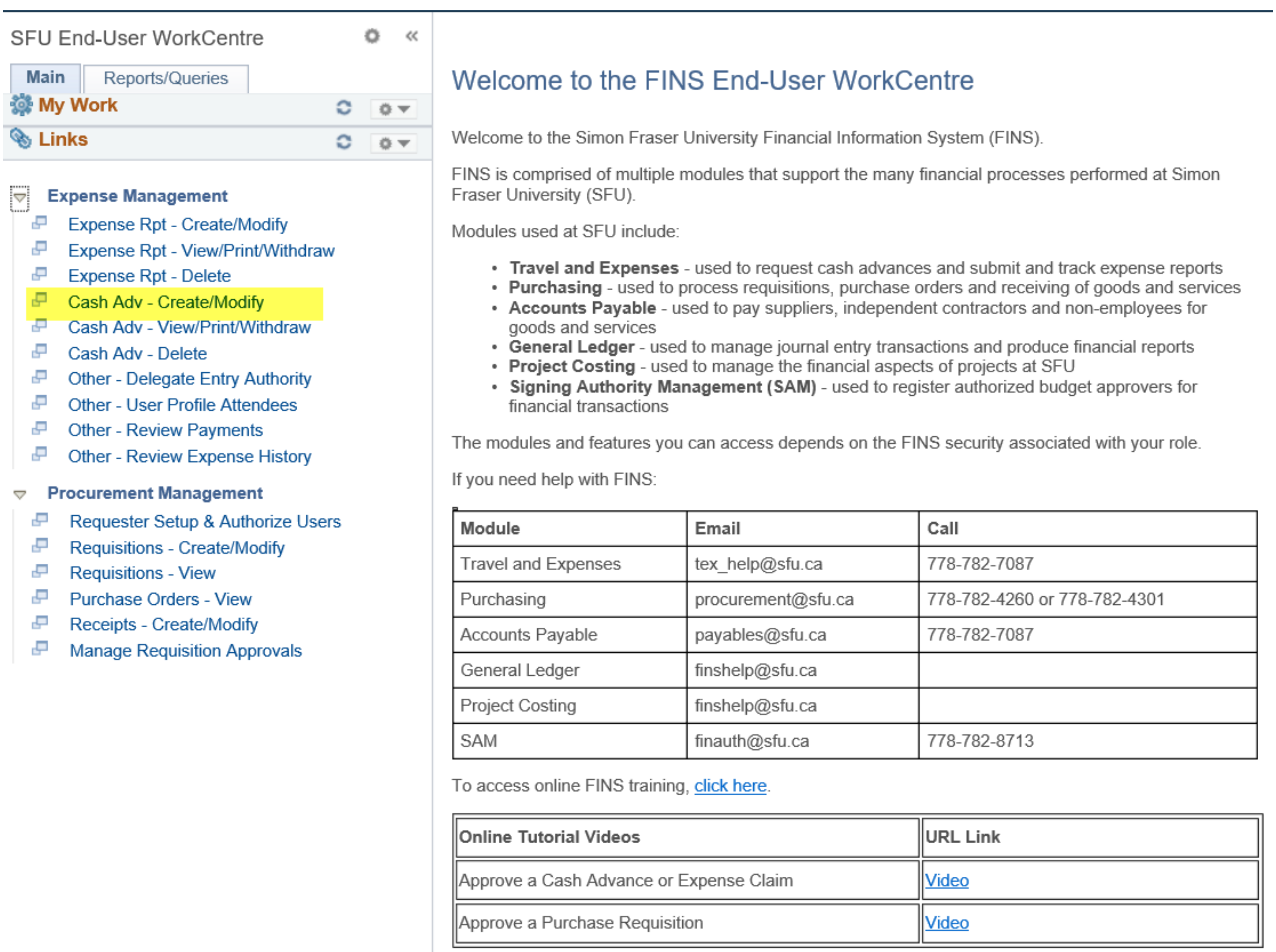
How to create a Cash Advance Request for ONLINE approvals

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

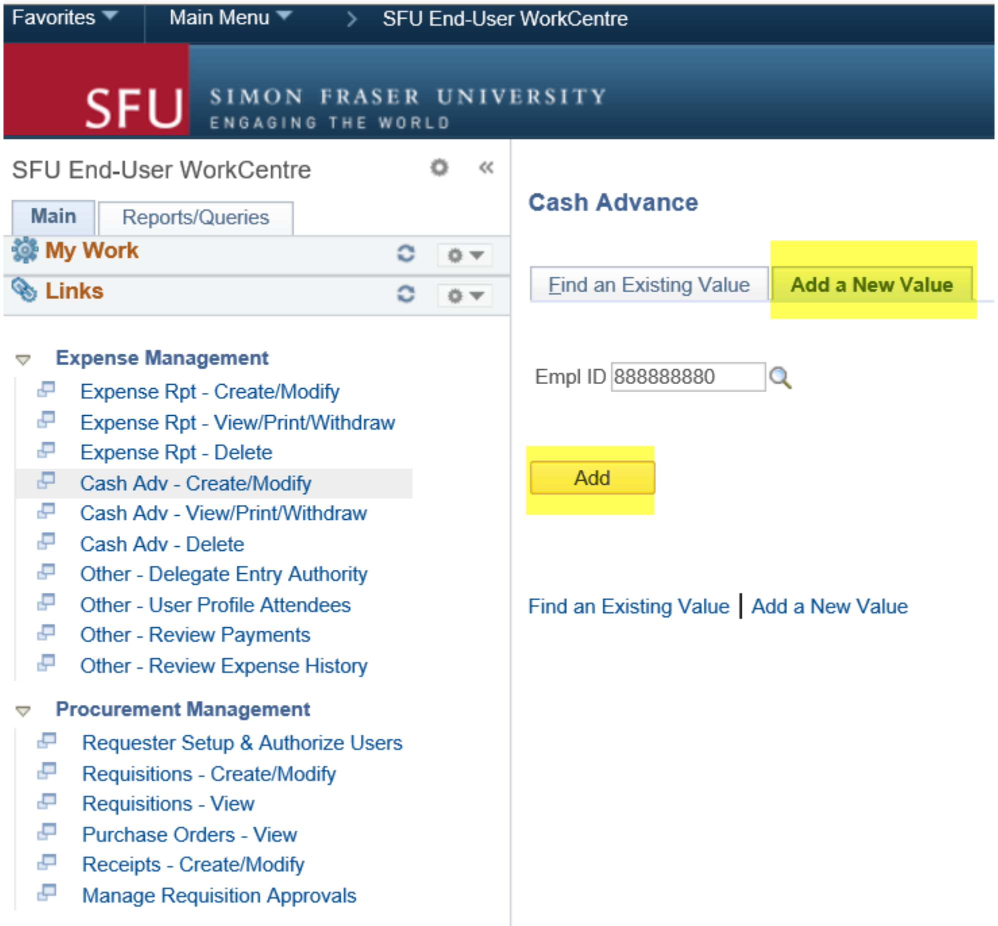
1) Fins.sfu.ca - Log into your FINS account with your SFU computing ID and password



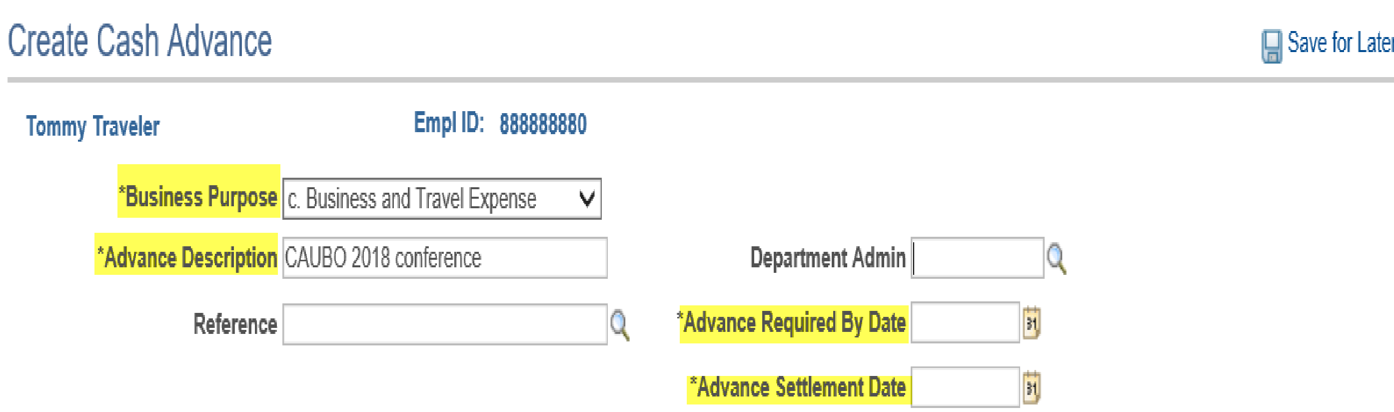
2) From your End-User WorkCentre choose Cash Adv-Create/Modify



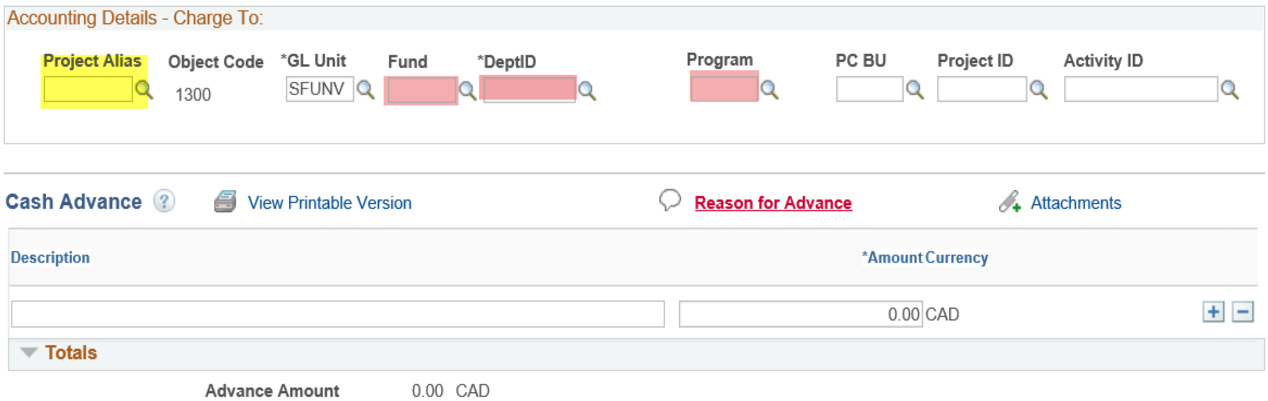
3) Click on Add a New Value to start a new request.



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.

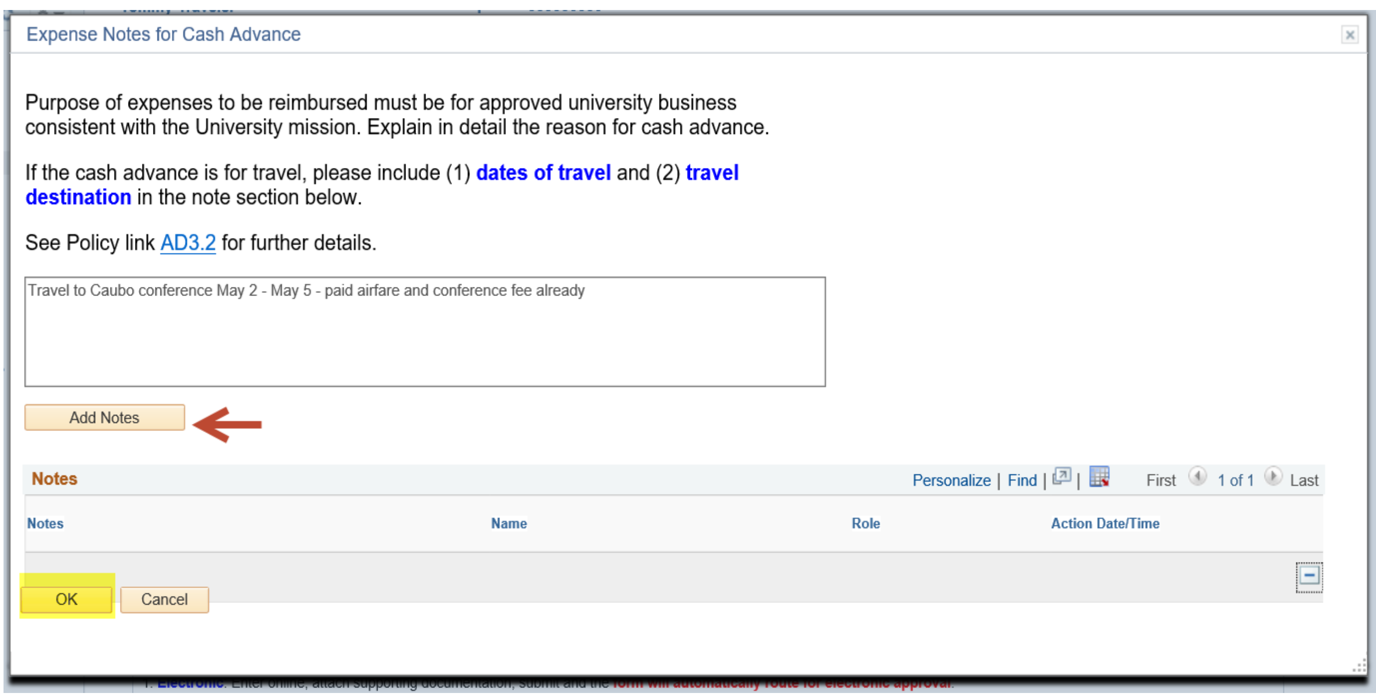


5) Either enter your **Project Alias** and push the tab key OR enter your **Fund** **DeptID** **Program**



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 Add Notes button then the okay button.

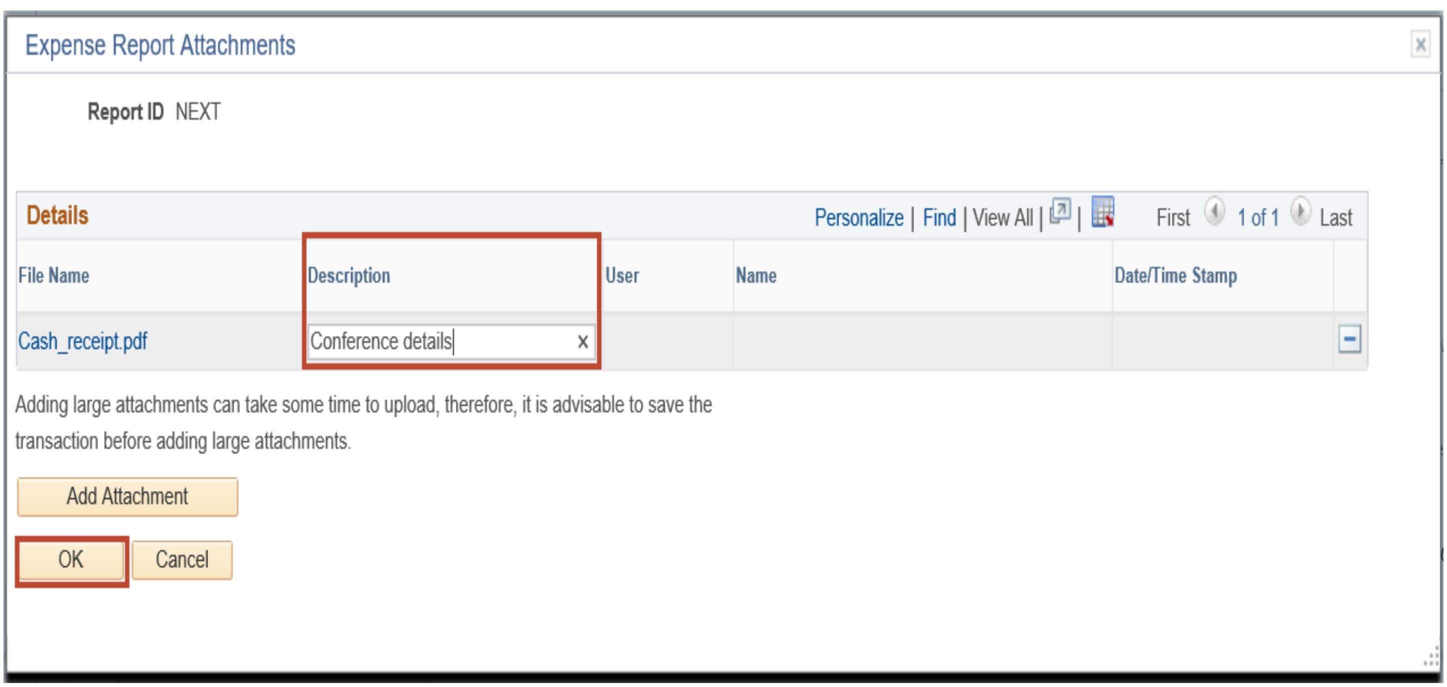


Tip: You may add more than one note at any time.

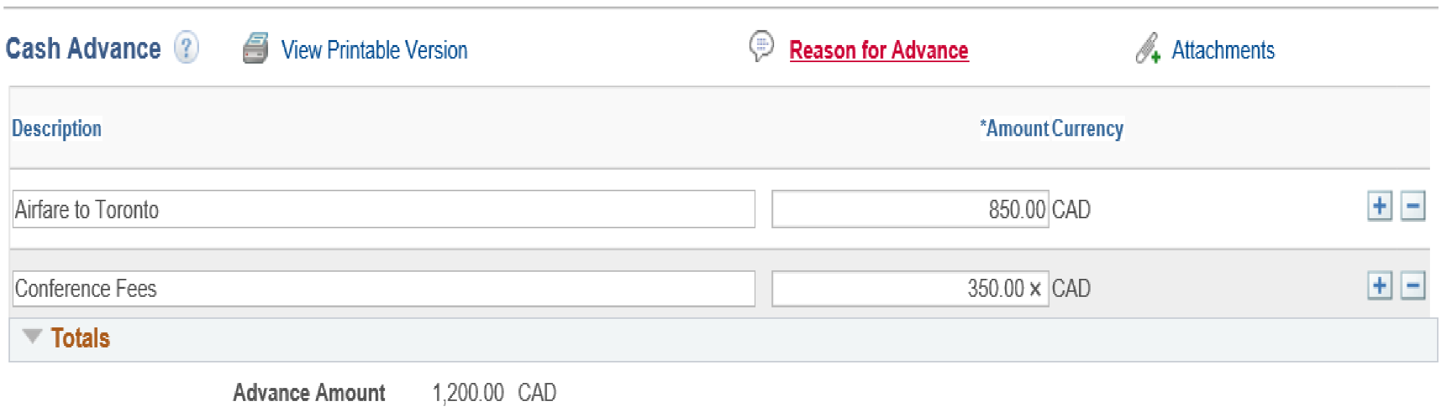
7) Attach any scanned backup by clicking on the Attachments link.

Browse files and upload.

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

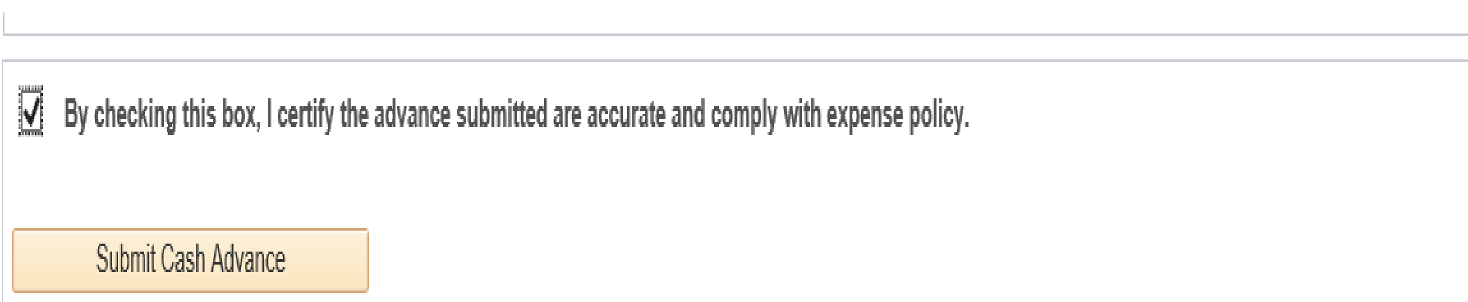


8) Next, enter your details of request. You may add lines by pushing on the + −



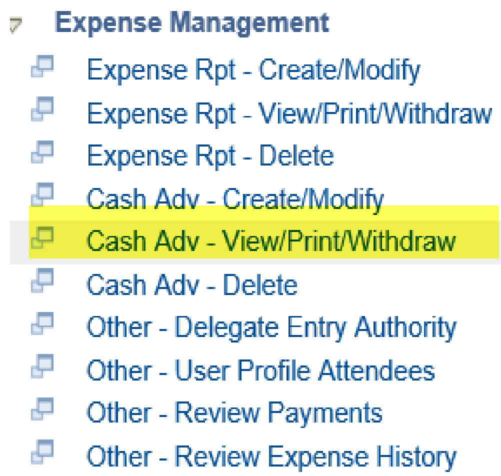
9) Last step is to check the box to certify you are complying with policy **AD3.2**. Push

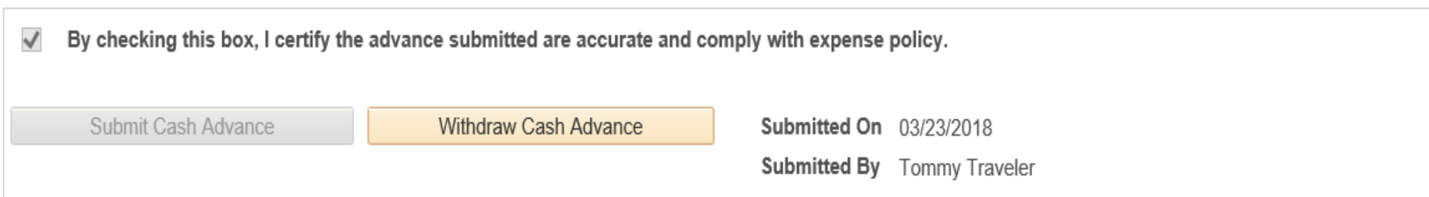
Submit Cash Advance



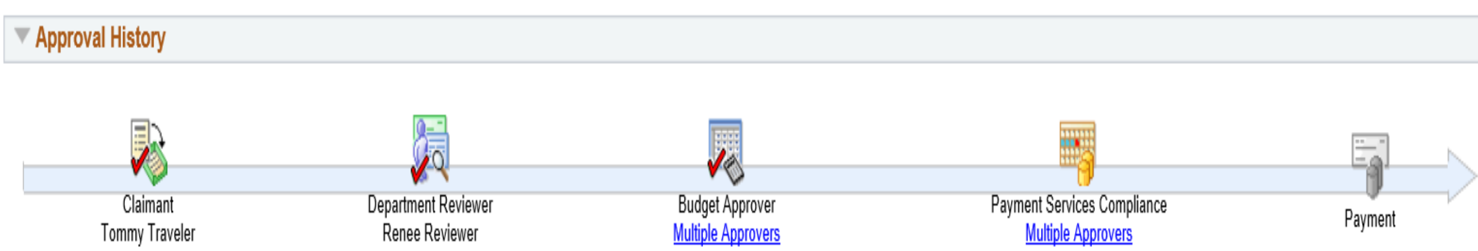
Once submitted, the claim will automatically be routed for electronic approval. You may follow the workflow process anytime through your **Cash Adv-View/Print/Withdraw** function.

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.





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.



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 or call the Help line at **778-782 7087**