



REQUEST CASH ADVANCES

EX

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).

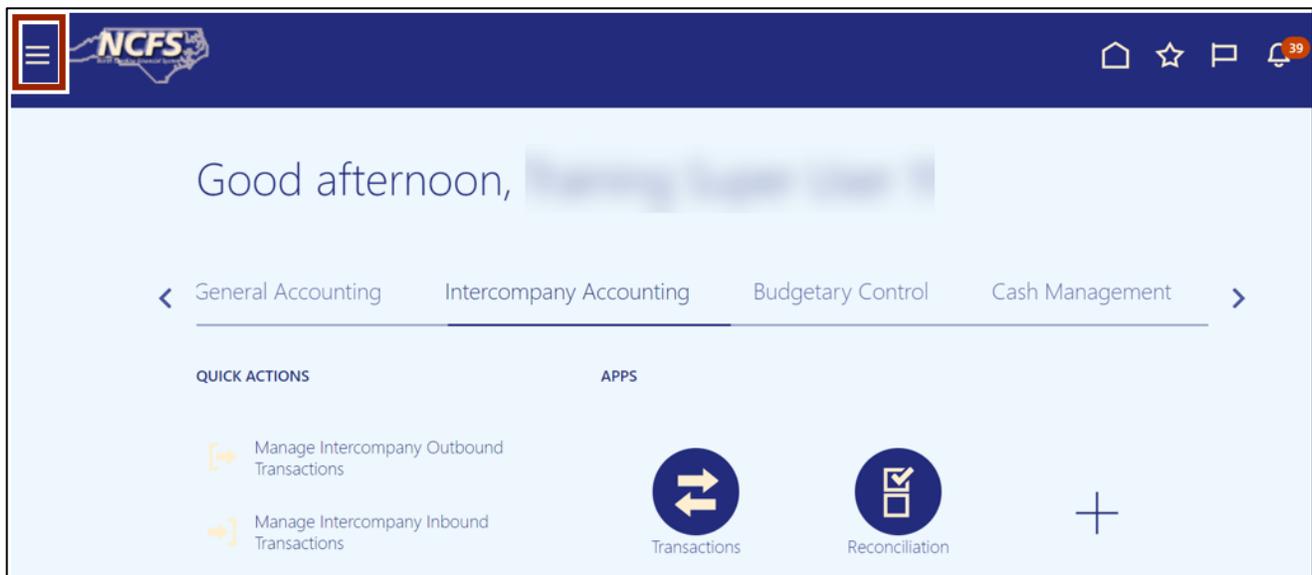
Introduction and Overview

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.

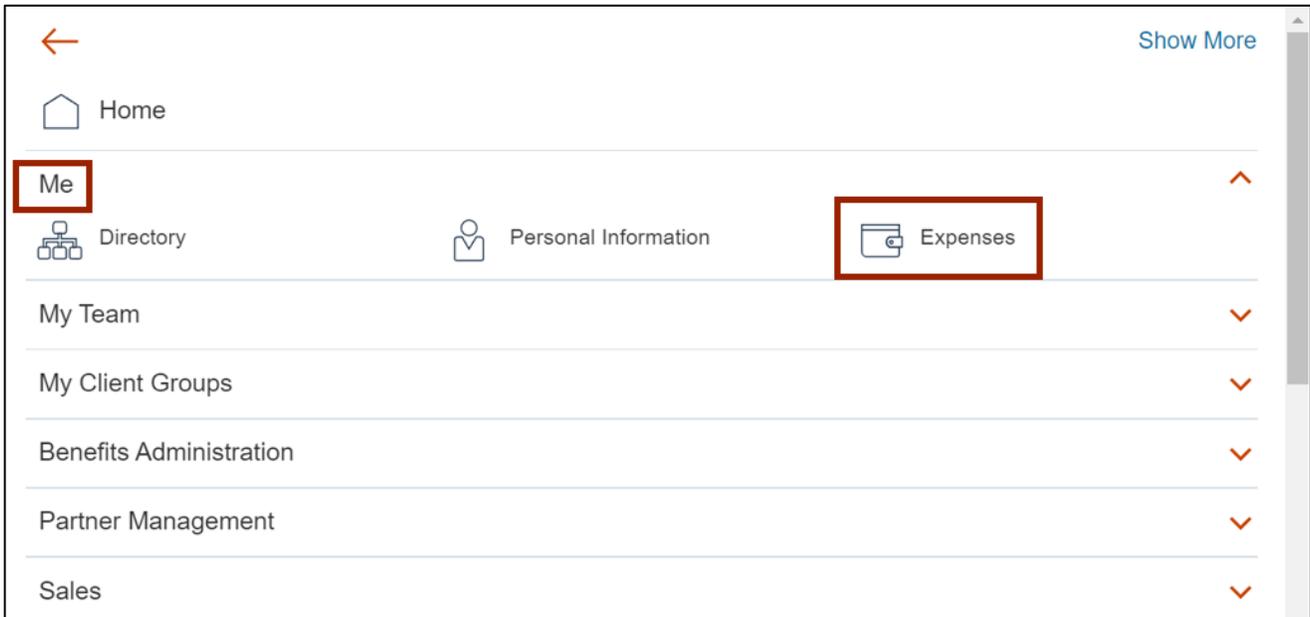
Request Cash Advances

To request Cash Advances, please follow the steps below:

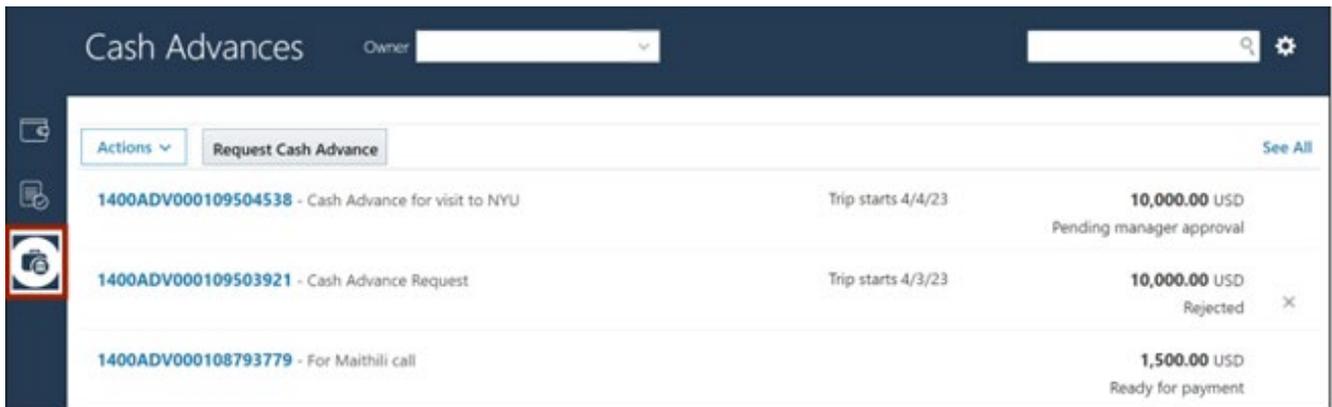
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the Navigator [☰] icon.



3. Click the **Me** option and select **Expenses**.

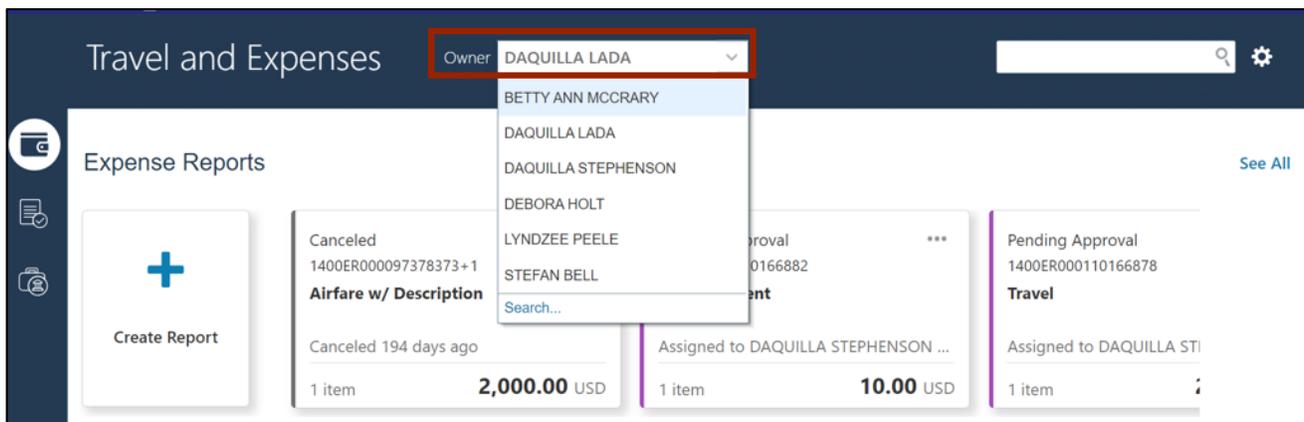


4. Click the **Cash Advances** icon [🏠] on the left.

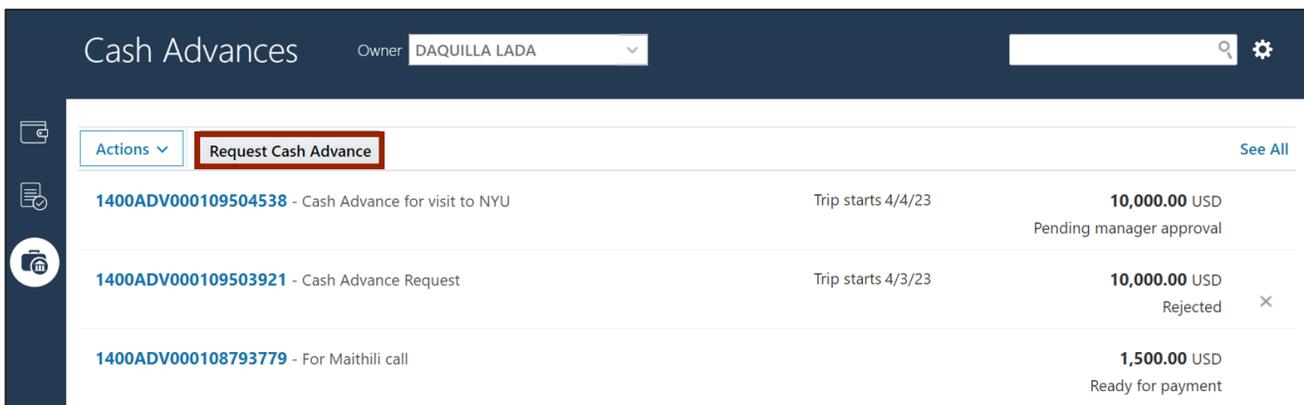


5. Select the Owner from the drop-down choice list.

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

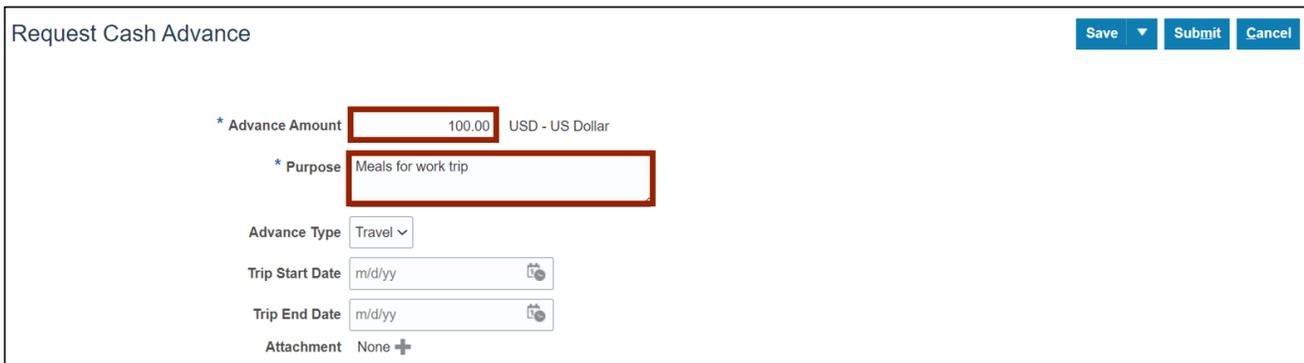


6. Click the **Request Cash Advance** button.



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.



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

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

The screenshot shows the 'Request Cash Advance' form with the following fields:

- * Advance Amount: 100.00 USD - US Dollar
- * Purpose: Meals for work trip
- Advance Type: Travel (highlighted with a red box)
- Trip Start Date: m/d/yy
- Trip End Date: m/d/yy
- Attachment: None +

 Buttons for Save, Submit, and Cancel are visible in the top right corner.

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.

The screenshot shows the 'Request Cash Advance' form with the following fields:

- * Advance Amount: 100.00 USD - US Dollar
- * Purpose: Meals for work trip
- Advance Type: Travel
- Trip Start Date: 6/21/23 (highlighted with a red box)
- Trip End Date: 6/23/23 (highlighted with a red box)
- Attachment: None +

 Buttons for Save, Submit, and Cancel are visible in the top right corner.

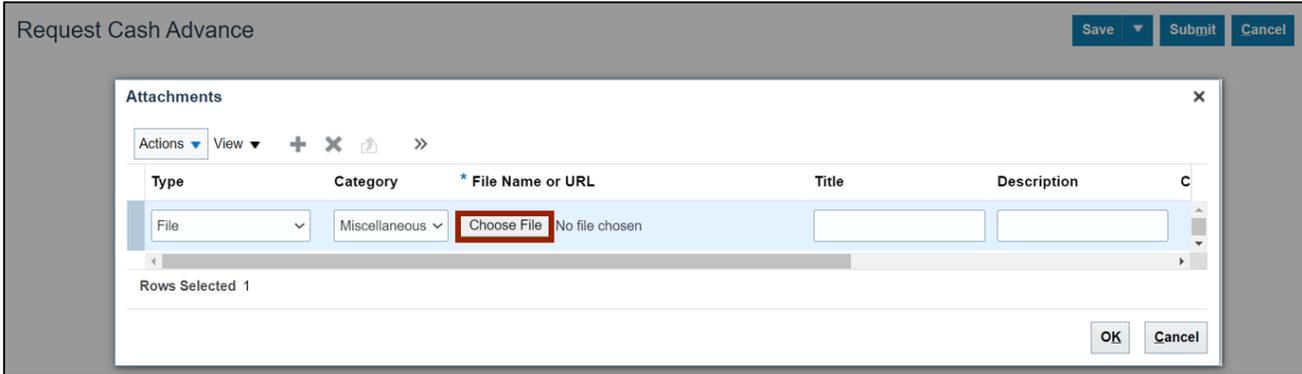
10. On the **Attachment** field, attach files as supporting documentation by clicking the **Manage Attachments** icon [+].

The screenshot shows the 'Request Cash Advance' form with the following fields:

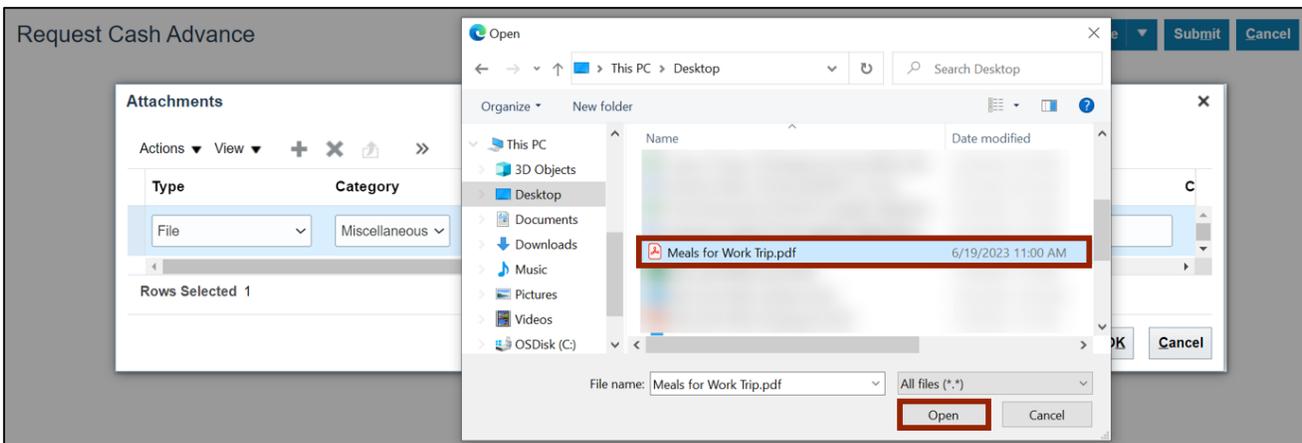
- * Advance Amount: 100.00 USD - US Dollar
- * Purpose: Meals for work trip
- Advance Type: Travel
- Trip Start Date: 6/21/23
- Trip End Date: 6/23/23
- Attachment: None + (the '+' icon is highlighted with a red box)

 Buttons for Save, Submit, and Cancel are visible in the top right corner.

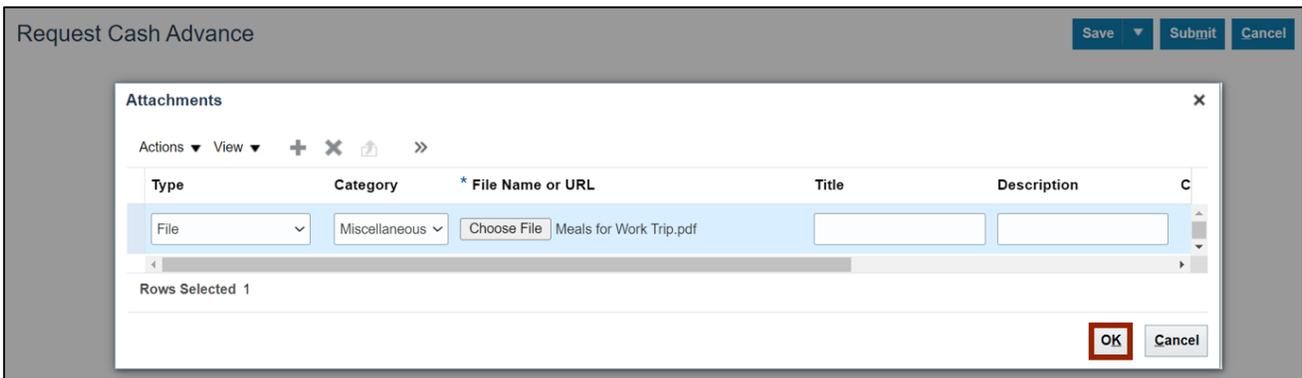
11. The *Attachments* pop-up appears. Click the **Choose File** button.



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



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



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 Submit Cancel

* Advance Amount USD - US Dollar

* Purpose

Advance Type

Trip Start Date

Trip End Date

Attachment [Meals for Work Trip.pdf](#) + X

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

Cash Advances

Owner

Search

Settings

Actions Request Cash Advance See All

| | | |
|--|---------------------|--------------------------------|
| 1400ADV000110166918 - Meals for work trip | Trip starts 6/21/23 | 100.00 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