When an employee receives a cash advance and later needs to repay the advance, the create cash advance process is used to complete the repayment. The first step is for the employee to submit their payment for the outstanding amount to the cashier’s office. The Cashier enters a Record Cash Sale in Workday. Afterwards, the deposit step is accomplished in Workday. Once the above steps are completed, designated staff access the existing spend authorization and complete the remaining step for the Create Cash Advance process.

From the field:

Enter .

The page displays.

and fields auto-populate. If user is not a member of the Company, select company from menu.

Complete any remaining fields, if applicable. Click to continue to the next page.

The field defaults to the current date.

In the field, select applicable entry from menu.

Enter the total dollar amount in the field.

The field should match the value of the cash sale (e.g. Return of Advance for Spend Authorization, Auth-04-00000095).

Find the cash sale transaction that the customer deposit is being created for in the list and check the box to the left of the line item. Click .

Click prompt to view additional information about the transaction. The next step involves accessing the existing to complete the process.

From the field:

Enter and select the option from menu.

Alternately, the spend authorization can be found via the spend authorization number or the name of the spend authorization worker.

The page displays.

field auto-populates. If user is not a member of the Company, select company from menu.

To enhance search, enter the spend authorization number in the field. Complete any remaining fields, if applicable. Click to continue to the next page.

In the column, click icon located next to the icon. From

Enter applicable text in the field.

Click .

If applicable, user can edit the existing entry via the icon located next to the icon in the field.

To verify that the cash advance repayment process is complete, enter the