



## Approving Advances

Approvers review travel advance requests, ensuring that:

- The advance is within travel policy.
- The correct accounts have been selected to fund the advance. You can make funding changes if needed.

See *UG75 – Approving Advances* for more detailed information on this process.

E2 provides access to approver functions through the **My Approvals** tab on the task bar.

1. Click **My Approvals**. The default Pending Approvals list shows all travel documents that are assigned to you for approval.

ID	Traveler Name	Destination	Start/Departure Date	Status	Approval Pending Time	Show
287787	LINCOLN, IRE	Christchurch, New Zealand	01-Mar-2018	Pending Approvals (OPEN, INGRD)	0 Days, 21 Hours	Show
54118704	LINCOLN, IRE	COVUS, COVUS	01-Jan-2018	Pending Approvals (OPEN, INGRD)	0 Days, 0 Hours	Show
288428	LINCOLN, IRE	Daragon, Spain	08-Jan-2018	Pending Approvals (OPEN, INGRD)	0 Days, 0 Hours	Show

Figure 1: My Approvals – Pending Approvals tab

2. (Optional) To view a list other than the default, click the **Filter Options** tab. The Filter Options section displays. Select your search criteria and click **Apply Filter**.
3. Locate the advance on the list.
4. Click the advance's **Show** link to open it. This displays the Advance Summary page. This view of the advance is very similar to what the traveler sees when creating the advance request.

Step 3: Advance Summary

Traveler Name: IRE LINCOLN Trip ID: 287787 Advance ID: 135223 Advance Status: Pending Approval

collapse or expand all sections

Basic Information - View Details

Amount  
Already 0.00  
Requested:  
Advance Amount: 1500.00  
Document Number: 287787C135223

Recommended amount of (100.0%) is 2308 USD  
Maximum amount of (100.0%) is 2308 USD

Accounting - Edit Details

Remarks -

Approve Return Unlock Back to Step 2: Advance Accounting

Figure 2: Advance Summary — Advance Pending Approval

5. Ensure the advance is locked to you.
  - The advance is locked if the **Unlock** link appears in the Other Actions section.
  - If the **Lock** link is available, the document is not currently locked to any approver. Click **Lock** to continue.
6. Use the Summary page to review each section of the advance.
  - If you need to see additional information or make changes to a section, click the **View Details** or **Edit Details** link for that section. You may be allowed to change a document number or account code.
  - Be sure to save any changes before returning to the Summary page.
7. Approve, return, or unlock the advance.
  - **Approve** – Click **Approve**, and then click **Confirm** to approve the advance. In the case of warnings or errors that result in approval failure, contact your agency's financial system help desk for assistance.
  - **Return to traveler for revision**
    - a. Click **Return**. This displays a Confirm Action window.
    - b. Enter your **Remarks**.
    - c. Click **Confirm**.
  - **Unlock** – Click **Unlock** to make the advance available to another approver.

## Viewing Other Trip-Related Documents

Trip Dashboard

Traveler Name: IRE LINCOLN Trip ID: 287787

collapse or expand all sections

Authorizations

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
01-Mar-2018	08-Mar-2018	287787	\$2308.50	Approved - Obligation Accepted	✓	Show	

Amend Authorization

Comparative Trips

Vouchers

Advances

Request Date	Advance ID	Type	Payment Type	Amount	Status	State	Show	Delete
30-Jan-2018	135223	Travel	Cash	\$1500.00	Pending Approval	⚠	Show	
				Total:	\$1500.00			

Create Travel Advance Add Outside Advance

Reservations

In Progress Revised Pending Complete Canceled

Figure 3: Trip Dashboard — Advance Pending Approval

The Trip Dashboard displays a summary of other trip-related documents, including authorizations, vouchers, advances, and reservations associated with your trip. It also displays the status of these documents (e.g., in progress, revised, pending, complete, or canceled).

Click the **Show** link next to a document to view that document.

Release 20.2 – July 2020

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