

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.

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



Figure 1: My Approvals - Pending Approvals tab

- (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.
- 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.



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

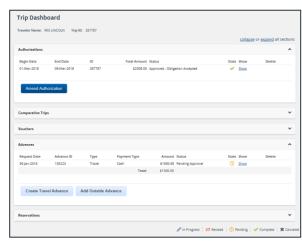


Figure 3: Trip Dashboard — Advance Pending Approval

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.

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