



Approving Advances

Approvers review travel advance requests, ensuring that:

- The advance is within travel policy.
- The correct POET lines 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	A/E/A	Name	Description	Requested Date	Status	Amount/Traveling Date
449232	449232	ALAN	Traveler: 449232, 449232	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449233	449233	ALAN	Traveler: 449233, 449233	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449234	449234	ALAN	Traveler: 449234, 449234	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449235	449235	ALAN	Traveler: 449235, 449235	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449236	449236	ALAN	Traveler: 449236, 449236	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449237	449237	ALAN	Traveler: 449237, 449237	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449238	449238	ALAN	Traveler: 449238, 449238	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449239	449239	ALAN	Traveler: 449239, 449239	11/01/2022	Pending Approval	10000.00 / 11/01/2022
449240	449240	ALAN	Traveler: 449240, 449240	11/01/2022	Pending Approval	10000.00 / 11/01/2022

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: 449232 (ALAN) | Trip ID: 449232 | Advance ID: 449232 | Advance Status: Pending Approval

Advance ID: 449232 | Amount: 10,000.00

Accounting: 449232

Buttons: Approve, Return, Unlock, Add to Trip, Add to Advance Summary

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: 449232 (ALAN) | Trip ID: 449232

Authorizations

Begin Date	End Date	ID	Travel Document Status	Name	Status	Action
11/01/2022	11/01/2022	449232	Approved	449232 (ALAN)	Pending Approval	Show

Completed Trip

Reservations

Request Date	Advance ID	Type	Payment Type	Amount	Status	Book	Alert	Show	Delete
11/01/2022	449232	Travel	Cash	10,000.00	Pending Approval	11/01/2022	11/01/2022	Show	Delete

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 the 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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