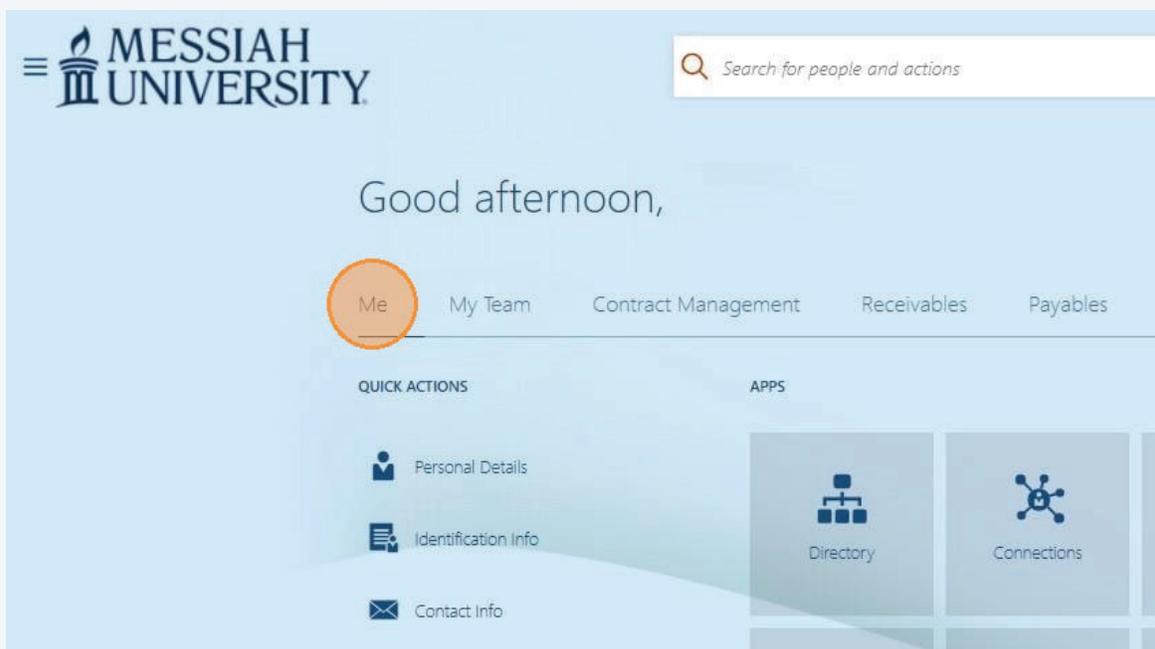# Requesting a Cash Advance in Oracle

> ⓘ Placeholder [Add any policy/procedural details/etc.]
>
> For questions related to cash advances, please contact **Falcon Exchange**.

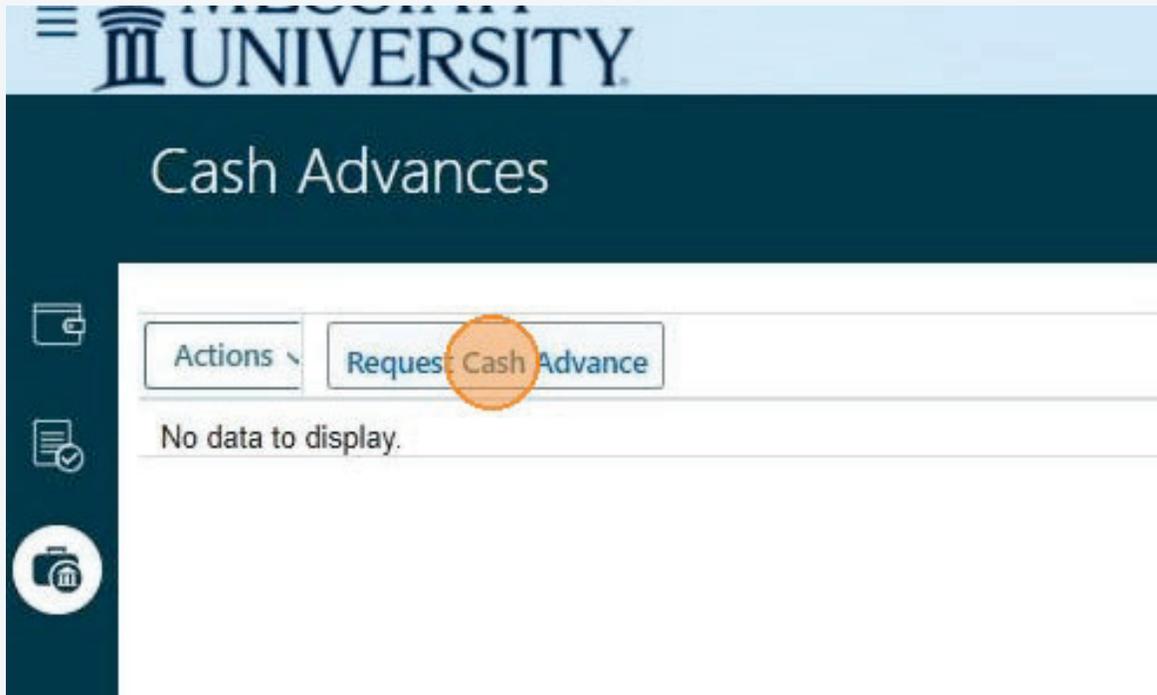**1** After logging into Oracle, click "Me".

2 Click the "Expenses" tile.

3 Click the "Cash Advances" tab on the left-hand navigation bar.

4 Click "Request Cash Advance".

MISSOURI
UNIVERSITY

Cash Advances

Actions ∨ | Request Cash Advance

No data to display.

---

5 In the "Advance Amount" field, add the dollar amount of the cash advance being requested from Falcon Exchange.

ce

Example format: #,##0.00;-#,##0.00

Advance Amount

* Advance Amount | 2500 | USD - US Dollar

* Reason for Travel

Advance Type | Travel ∨

* Trip Start Date | mm/dd/yyyy

* Trip End Date | mm/dd/yyyy

Attachment | None +

* Pick Up Date | mm/dd/yyyy

Cross-Cultural Travel

Currency Denomination | Please indicate the desired denominations and note whether new bills are required in the Reason for Travel box (e.g. $10

6 In the "Reason for Travel" field, add a justification for the cash advance.

Please also indicate the desired denominations and note whether new bills are required (e.g., $100, $50, $20 bills, etc.).

dvance

* Advance Amount   2,500.00   USD - US Dollar   Purpose

* Reason for Travel   Cross-cultural student group travel to Zambia. Please provide: 100 x ($20) & 10 x ($50)

Advance Type   Travel ▾

* Trip Start Date   mm/dd/yyyy

* Trip End Date   mm/dd/yyyy

Attachment   None ➕

* Pick Up Date   mm/dd/yyyy

Cross-Cultural Travel   ▾

Currency Denomination   Please indicate the desired denominations and note whether new bills are required in the Reason

7 In the "Advance Type" dropdown, select "Travel" or "Other" depending on the nature of the cash advance.

Advance

* Advance Amount   2,500.00   USD - US Dollar

* Reason for Travel   Cross-cultural student group travel to Zambia. Denomination: 100 x ($20) & 10 x ($50)

Advance Type   Travel ▾

* Trip Start Date   mm/dd/yyyy

* Trip End Date   mm/dd/yyyy

Attachment   None ➕

* Pick Up Date   mm/dd/yyyy

Cross-Cultural Travel   ▾

8 Add a trip start date.

t Cash Advance

* Advance Amount	2,500.00	USD - US Dollar
* Reason for Travel	Cross-cultural student group travel to Zambia. Denomination: 100 x ($20) & 10 x ($50)	
Advance Type	Travel	
* Trip Start Date	mm/dd/yyyy	
Trip End Date	mm/dd/yyyy	
Attachment	None ✚	

* Pick Up Date	mm/dd/yyyy
Cross-Cultural Travel	
Currency Denomination	Please indicate the desired ... ed in the Reason fo

‹ March ⌄ 2026 ∧ ∨ ›

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

---

9 Add a trip end date.

* Advance Amount	2,500.00	USD - US Dollar
* Reason for Travel	Cross-cultural student group travel to Zambia. Denomination: 100 x ($20) & 10 x ($50)	
Advance Type	Travel	
* Trip Start Date	03/01/2026	
* Trip End Date	mm/dd/yyyy	
Attachment	None ✚	

* Pick Up Date	mm/dd/yyyy
Cross-Cultural Travel	
Currency Denomination	Please indicate the desired ... ed in the Reason for Travel bo

‹ March ⌄ 2026 ∧ ∨ ›

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

10 **Optional**: Click the "+" icon to add any supporting documentation as an attachment. You are able to attach multiple files.

11 Click "Choose File" to browse for the file to attach. Click the "+" icon to add any additional attachments. To remove an attachment, highlight the row and click "x".

Click "OK" once done.

12 Select a pick-up date. This should be the date you plan to pick-up the cash at Falcon Exchange.

Request Cash Advance

* Advance Amount	2,500.00 USD - US Dollar
* Reason for Travel	Cross-cultural student group travel to Zambia. Denomination: 100 x ($20) & 10 x ($50)
Advance Type	Travel
* Trip Start Date	03/01/2026
* Trip End Date	03/15/2026
Attachment	Test File.jpg ✚ ✖

* Pick Up Date	mm/dd/yyyy
Cross-Cultural Travel	
Currency Denomination	Please indicate t... are required in the Reason for Travel box

< February ▼ 2026 ∧ ∨ >

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

13 In the "Cross-Cultural Travel" dropdown, indicate "Yes" or "No" as to whether the cash advance is related to a Messiah cross-cultural program.

* Advance Amount	2,500.00 USD - US Dollar
* Reason for Travel	Cross-cultural student group travel to Zambia. Denomination: 100 x ($20) & 10 x ($50)
Advance Type	Travel
* Trip Start Date	03/01/2026
* Trip End Date	03/15/2026
Attachment	Test File.jpg ✚ ✖

* Pick Up Date	02/16/2026
Cross-Cultural Travel	▼
Currency Denomination	s are required in

No

Yes

Search...

14 Once the Request Cash Advance form has been completed, click "Submit". The request will now route to your immediate supervisor for approval (see additional details in Step 15 below).

NOTE: You may also click "Save" to return to the form later. Clicking save will not route the cash advance for approval.

15 Once the cash advance request is submitted, a confirmation ribbon will appear. The cash advance request will now be shown in your queue. The status shown under the dollar amount will update as the request flows through the system in the following order:

1. "Submitted" - Cash Advance Request recently submitted

2. "Pending Manager Approval" - System has routed the approval to your immediate supervisor

3. "Pending Auditor Approval" - The immediate supervisor has approved the request and the system has routed the request to Falcon Exchange for final review and approval.

4. "Ready for Payment" - The request has been routed to Accounts Payable to initiate "payment". This step is required by the Oracle software before the funds are ready to be picked up at Falcon Exchange.

5. **"Paid" - The request has routed through all necessary approvals and system flows. Please proceed to pick-up the cash at Falcon Exchange on the date requested in the advance (as indicated in Step 12).**
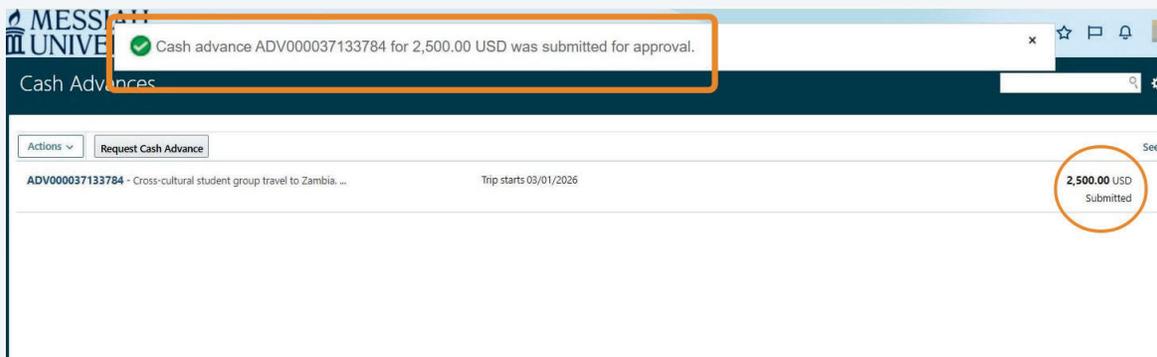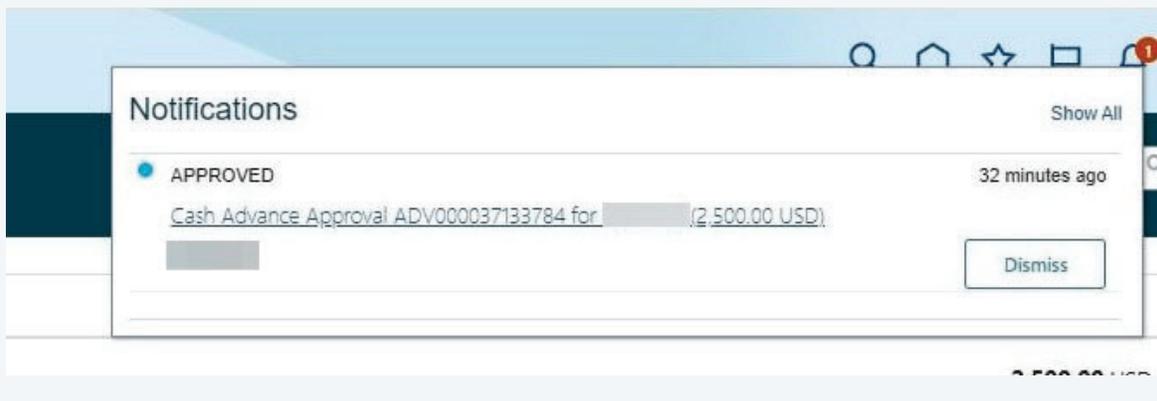

16 Once your immediate supervisor approves your cash advance request, you will receive a bell notification as shown below.

Optional: To view additional details, click on the Cash Advance hyperlink.

NOTE: **This does not mean cash is ready to be picked up at Falcon Exchange yet. Refer to Step 15 for further instructions.**

17 Click "View Approvals".

Cash Advance Approval ADV000037133784 for ▓▓▓▓ (2,500.00 USD)   [View Approvals]

Cash Advance Approval
2,500.00 USD
▓▓▓▓▓▓▓▓▓

ADV000037133784 submitted on 02/08/2026
Cash advance request for Cross-cultural student group travel to Zambia. Denomination:
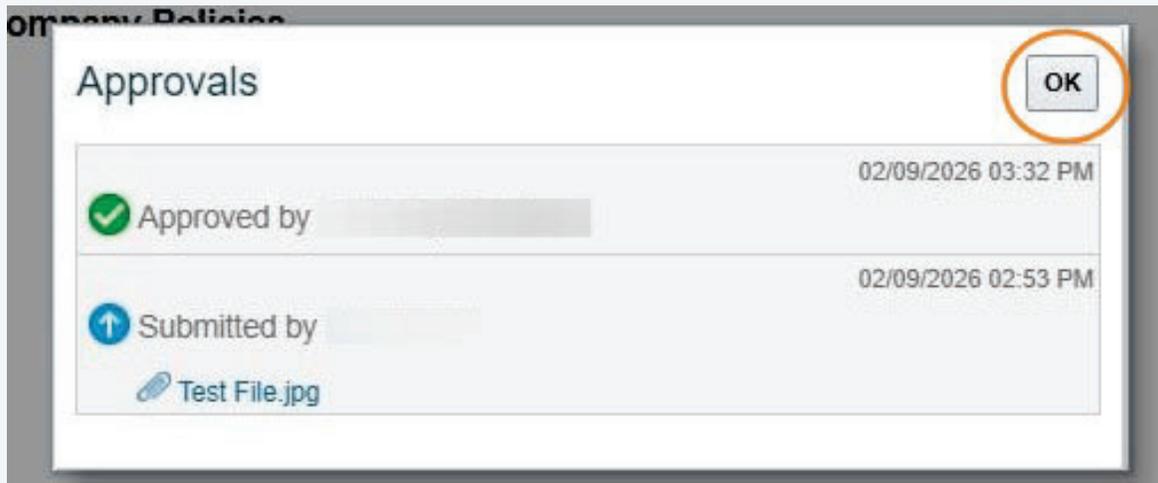100 x ($20) & 10 x ($50)
Trip starts 02/28/2026

Company Policies

Maximum number of cash advances 1
Maximum cash advances 0.00 USD

18 An "Approvals" window will open to show Submitted by [your name] and Approved by [immediate supervisors name] along with the date and times.

Click "OK" when done.

Approvals   OK

02/09/2026 03:32 PM
✓ Approved by ▓▓▓▓▓▓▓

02/09/2026 02:53 PM
↑ Submitted by ▓▓▓▓

📎 Test File.jpg

19 Once Accounts Payable has 'paid' the cash advance request in the system, you will receive an additional bell notification. Click the hyperlink to view more details (optional) or click "Dismiss".
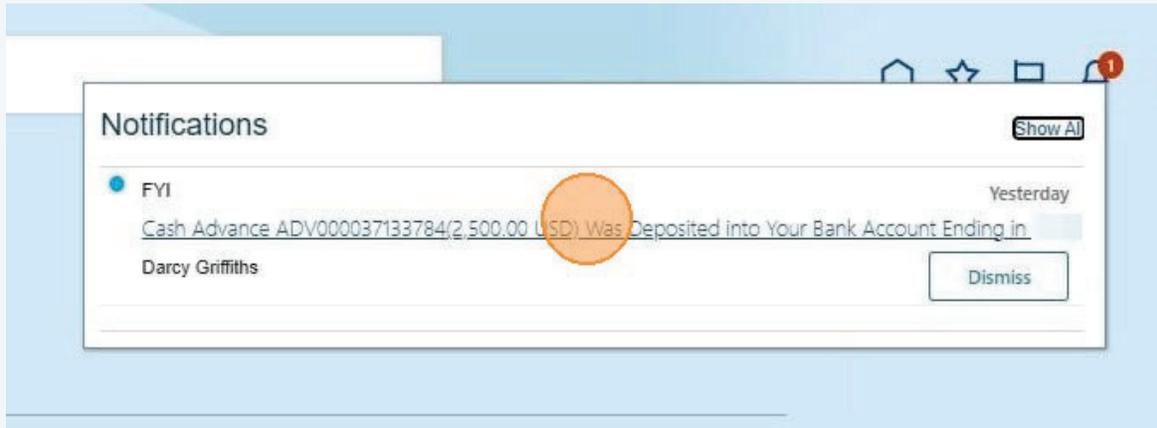
⚠️ The payment notification above is a function of the Cash Advance Workflow in Oracle. **The cash payment does not remit to a personal bank account.** The cash will still need to be picked up from Falcon Exchange on the requested date.

20 Click "Dismiss" once done.

21 Optional: From the Cash Advance screen, if needed, click "Actions" to 1. **withdraw** the cash advance request, or 2. **duplicate** a cash advance request.
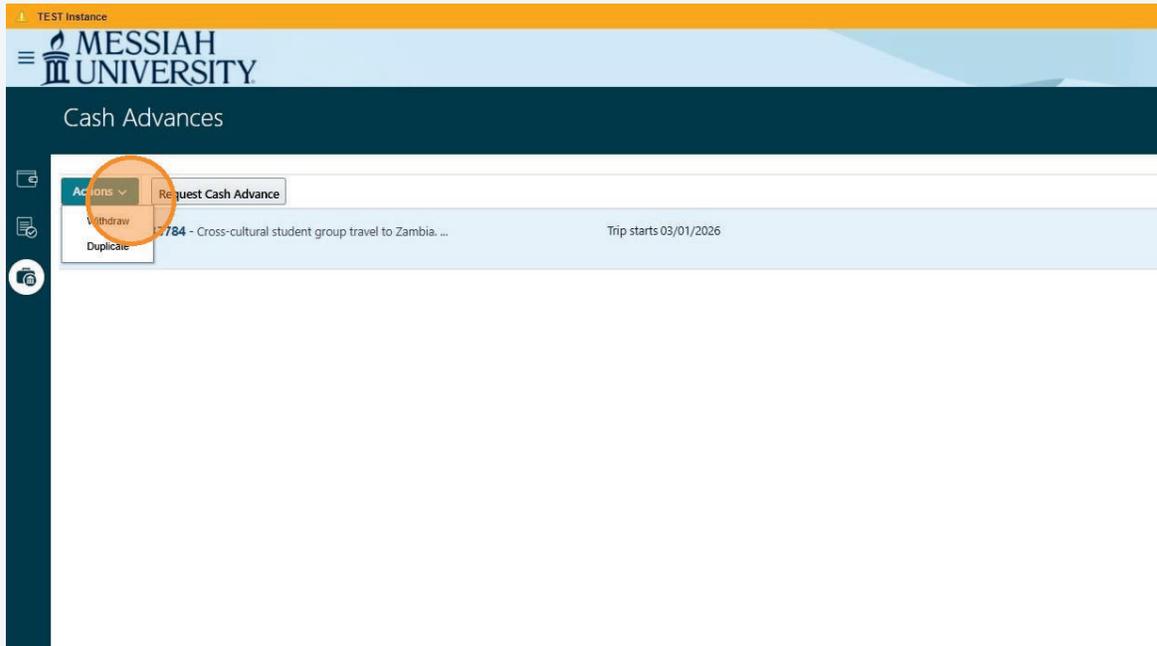
Reminder: Once the trip is complete, you will need to create an Expense Report to allocate expenses and/or return excess cash to Falcon Exchange. Please follow the steps in the "Creating an Expense Report for a Cash Advance" guide.