Log into PeopleSoft at <u>myportal.sdccd.edu</u> using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information. Click on Finance Dashboard



Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Cash Advance

	Finance Dashboard
Finance Dashboard	
Procurement ~	New HCM and Finance Portal!
Travel & Expense	2 People Soft Human Capital Management (HCM) has replaced the Colleague Human Resources system and
Travel Authorization	includes our new myPortal page. Please click on Read More for more information and help. FINANCE menu options are now in the Finance Service Center - click on the MENU tab above the District logo and click the Finance Service Center link to expand the Einage Options
Expense Report	Read More
Cash Advance	3
Request a Payment	
Travel and Expense Center	
Manager Self Service ~	
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Employee Dashboard	
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			Finance Dashboard
Finance Dashboard		^	Cash Advance
Procurement	~		Find an Existing Value Add a New Value
Travel & Expense	^		
Travel Authorization			Empl ID 3330001188
Expense Report			Add 5
Cash Advance			
Request a Payment			Find an Existing Value Add a New Value
Travel and Expense Center			

Choose a Business Purpose from the Dropdown menu to align with the Travel Authorization's Business Purpose. Enter an Advance Description (starting with the TA#) for the Cash Advance. Then click Save for Later.

Caroline De Moll			
*Business Purpose	Professional Development	Reference	Q
*Advance Description	TA1234 Meals and Parking	User Defaults Import ATM Advances	
Cash Advance 👔 🛛 🖨 🗸	iew Printable Version		🕢 Attachments
*Source	Description	*Amount Currency	Apply Tax
×		0.00 USD	
▼ Totals			
Advan	ce Amount 0.00 USD		

Enter Source (Employee Travel Advance), Description, and an Amount (Minimum \$200.00). Click on Accounting Details to enter the fund and account code to be charged. Enter the same fund number as entered on your TA. In this example fund 1110 was used. (Dept and Product fields should be blank) The account code should be 9146. Click Save for later again.

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Check box certifying advance is accurate. Click Submit Cash Advance _