

# Deleting Cash Advances

**Purpose:** Use this document as a reference for how to delete cash advances in ctcLink.

**Audience:** Finance and Business Office staff.

 You must have at least one of these local college managed security roles:

- ZZ Expenses Processing
- ZZ Expenses Workcenter
- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 The Delete Cash Advance page displays a list of **unsubmitted** cash advance requests for the employee whose ID you entered.

## Deleting Cash Advances

**Navigation:** Employee Self-Service > Travel and Expenses > Cash Advances > Delete Advance

1. The **Delete Cash Advance** search page displays.
2. Enter **Empl ID** or **Name**. Note: If search criteria is left blank, all existing unsubmitted cash advances will display.
3. Select **Search**.
4. The **Delete Cash Advance Report** page displays.
5. Select the **Select** checkbox for the Advance ID you'd like to delete.
6. Select **Delete Selected Advance(s)**.

← Advance Delete

Travel & Expenses - Cash Advance Report

**Delete Cash Advance Report**

Jordan Davis

**Cash Advance Information**

Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000005117	Fall Basketball Tournament	07/20/2023	1000.00	USD
<input checked="" type="checkbox"/>	0000005116	Basketball Tournament 9/1	07/20/2023	500.00	USD

7. The **Delete Confirmation** page displays.
8. Select **OK**.

Travel & Expenses - Cash Advance Report

**Delete Confirmation**

Jordan Davis

✓ The selected transaction(s) have been deleted.

9. The updated **Delete Cash Advance Report** page displays. Note that the Advance ID you deleted is gone.

← Advance Delete

Travel & Expenses - Cash Advance Report

**Delete Cash Advance Report**

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**Cash Advance Information**

Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000005117	Fall Basketball Tournament	07/20/2023	1000.00	USD

[Delete Selected Advance\(s\)](#)

10. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Deleting Cash Advances](#). This link will open in a new tab/window.