

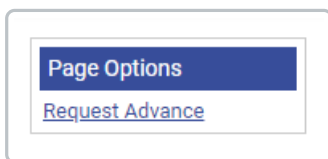
Request an Advance

Last Modified on 17/10/2023 2:41 pm BST

Permissions

You will require an Advances Signoff Group configured on your employee record.

1. Navigate from the **Home** page to **My Advances**.
2. Click **Request Advance** from the Page Options menu.



3. Complete the **General Details** section.


Add / Edit Advance Request

General Details

Advance Name:

Amount: Pound Sterling

Reason for Request:

Required By: 

General Details	Description
Advance Name	Enter a name for the advance.
Amount	Enter the amount that you would like to request and select a currency from the drop-down list.
Reason for Request	Enter a reason for the advance request.
Required By	Enter the date that the advance is required by.

4. Click **Save** to submit the advance for approval and return to the My Advances screen where you can view the progress of the request.

