


CASH ADVANCE REQUEST (Project Advances) – Faculties

Step 1: - Enter Document create Date.

* Document Date: 


Step 2: - Give Reference as **Cash Advance**.

Reference:

Step 3: - DOC. Header Text: Card number.

Doc. Header Text:

Step 4:- Input Professor vendor code

* Account: 

Step 5:- Mention Spl.Gl as following - **(J)Project advance and (A)Special Advance**.

Step 6:- Input the total advance amount.

Amount: INR

Step 7:- Input Business Area as Z002 (CSSP).

Bus. Area:

Step 8:- Enter the WBS element (Debit Head) With Sub head.

WBS Element:

Step 9: - Post the document to generate 17XXXXXX number and shared to CSSP

