Cash Requests / Expenditure Report Menu Instructions

Overview

The Cash Requests/Expenditure Reports page opens when you click the **View Cash Requests/Expenditure Reports** button on the Payment Summary page.

Select the appropriate program from the drop-down list. A two-part table will display:

Cash Requests appears at the top. From the Cash Request area, you can create a new request, open an existing request or withdraw (delete) a request.

Expenditure Reports appears on the lower portion of the page. From the Expenditure Reports area, users can open an existing expenditure report, create a new expenditure report or withdraw an existing expenditure report.

Cash Requests

Create a New Cash Request

1. Click the **Create New Request** button.

Open an Existing Cash Request

1. Select the radio button for the cash request to view or edit.
2. Click the **Open Request** button.

Withdraw (delete) a Cash Request

1. Select the radio button for the cash request to view or edit.
2. Click the **Delete Request** button.

Expenditure Reports

Open an Existing Expenditure Report

1. Select the radio button for the expenditure report.
2. Click the **Open Expense Rep** button.

Create a New Expenditure Report

1. Click the **Create Expense Rep** button.

Withdraw (delete) an Expenditure Report

1. Select the radio button for the expenditure report to delete.
2. Click the **Delete Expense Rep** button.

Each of the above processes opens a new page. Refer to the instructions link on each particular page for more details.