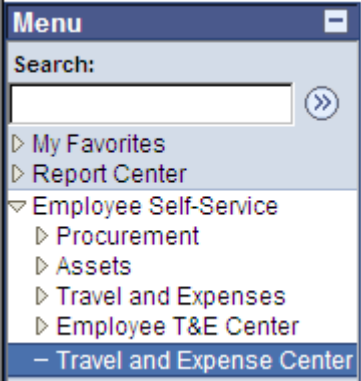
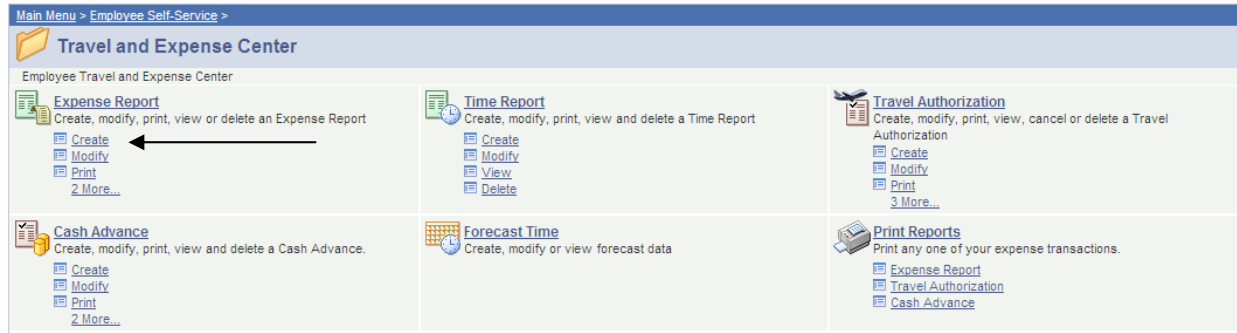
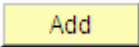

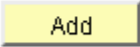


Apply a Cash Advance to an Expense Report

<p>1.</p>	<p>Begin by navigating to the Expense Report Entry page.</p> <p>Employee Self Service → Travel and Expense Center</p> 
<p>2.</p>	<p>Click Create under Expense Report in the Main Page</p> 
<p>3.</p>	<p>A search box appears. Your employee id will default in.</p> <p>Enter the correct employee id into the EmpIID field and click </p> <p>Expense Report</p> <p>Find an Existing Value Add a New Value</p> <p>EmpIID: <input type="text" value="19955668"/> </p> <p></p> <p>Find an Existing Value Add a New Value</p>

Job Aid

4. The **Expense Report Entry** appears.

[Create Expense Report](#)

Expense Report Entry

Patricia Obrien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#)

First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	<input type="text"/>									<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>									<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>									<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>									<input type="button" value="+"/>

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

5. Enter the appropriate information in the **General Information** section defines general information about the expenses incurred for the report.

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

6. Enter **Accounting Defaults**. The Chartfields entered here apply to all lines on the expense report. You can override this at the line level.

Create Expense Report

Expense Report Entry

Patricia O'Brien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:
 3/25/09 Higher Education User
 Group annual conference

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

7. To apply a cash advance to the expense report, click **Apply Cash Advance(s)**.

Create Expense Report

Expense Report Entry

Patricia O'Brien [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: Comment:
 3/25/09 Higher Education User
 Group annual conference

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Job Aid

8.

Create Expense Report

Apply Cash Advance(s)

Patricia Obrien Report ID: NEXT

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
<input type="text" value=""/>	0.000	0.00		0.00	USD	<input type="button" value="-"/>

Total Advance Applied: 0.00 USD
Total Employee Expenses: 0.00 USD
Total Due Employee: 0.00 USD

9. Click the magnifying glass under Advance ID to get a list of outstanding cash advances.

Look Up Advance ID

Search by: Advance ID begins with

[Advanced Lookup](#)

Search Results

Advance ID	Advance Description	Balance	Currency Code
0000000163	Bemidji, MN	1800	USD

<p>10.</p>	<p>Select the Cash Advance you wish to apply by clicking the Advance ID. Review the advance and change the total you wish to apply to the expense report, if needed, under Total Applied.</p> <p>Create Expense Report</p> <hr/> <p>Apply Cash Advance(s)</p> <p>Patricia Obrien Report ID: NEXT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">*Advance ID</th> <th style="text-align: right;">Advance Amount</th> <th style="text-align: right;">Balance</th> <th style="text-align: left;">Exchange Rate</th> <th style="text-align: right;">Total Applied</th> </tr> </thead> <tbody> <tr> <td>0000000163</td> <td style="text-align: right;">1800.00</td> <td style="text-align: right;">0.00 USD</td> <td style="text-align: right;">1.00000000</td> <td style="text-align: right;">1800.00 USD</td> </tr> </tbody> </table> <p> <input type="button" value="Add Cash Advance"/> <input type="button" value="Update Totals"/> </p> <p> Total Advance Applied: 1,800.00 USD Total Employee Expenses: 0.00 USD Total Due Company: 1,800.00 USD </p> <p><input type="button" value="OK"/></p> <p>If you wish to add apply another cash advance to this expense report, click Add Cash Advance button and repeat.</p> <p>When you are finished, click OK</p>	*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	0000000163	1800.00	0.00 USD	1.00000000	1800.00 USD
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied							
0000000163	1800.00	0.00 USD	1.00000000	1800.00 USD							
<p>11.</p>	<p>You are returned to the Expense Report and can continue creating the report. See job aid "Creating Expense Reports"</p>										
<p>12.</p>	<p>End of Procedure.</p>										