Applying an Expense Report Against a Cash Advance

An employee received a cash advance from the PeopleSoft Travel and Expense system. The employee is now prepared to enter the expense report that corresponds to the cash advance.

Note: An Expense Report can only be applied against one Cash Advance, and likewise a Cash Advance can only be processed against one Expense Report.

There are three potential scenarios:

Scenario 1: The Expense Report Amount is Equal to the Cash Advance Amount, meaning no money is owed to the employee or the university nor will the employee be receiving any money.

Scenario 2: The Expense Report Amount is Greater Than the Cash Advance Amount, meaning the employee is owed the difference of the Expense Report less the Cash Advance Amount.

Scenario 3: The Expense Report is Less Than the Cash Advance Amount or the trip was cancelled (no expense report will be entered, meaning the employee owes the university the difference of the Cash Advance less the Expense Report.

Scenario 1: A Cash Advance (0099000004) was entered for $40, and funds were issued to employee. The employee (or delegate) is now ready to enter the Expense Report ($40) for which the advance was taken.

Sign on to My Slice and Navigate to Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify; Enter the Expense Report.

When all lines have been entered, click the "Summary and Submit" link (1); this will bring up the following page:

There is a balance of $51.00 (1) showing there is/are outstanding Cash Advance(s).

To apply a cash advance against this expense report, click the "Outstanding Cash Advance" link (2) and this will bring up following page:

Click the magnifying glass under the Advance ID (1); this will pull up a look up box.

SYRACUSE UNIVERSITY
MYSLICE   Welcome to: FN92RT

Create Expense Report
Apply Cash Advance(s)
Michael Cusano   Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
🔍	0.000	0.00		0.00 USD	−

Update Totals

Total Advance Applied   0.00 USD
Employee Expenses (1 Line)   50.00 USD
Total Due Employee   50.00 USD

OK

Look Up Advance ID   ✕
                                    Help
Empl ID   729624692
Advance ID [begins with ∨] [   ]

[Look Up] [Clear] [Cancel] Basic Lookup

Look up (Alt+1)

① ← (arrow)

Click on the "Look Up" button (1).

Create Expense Report
Apply Cash Advance(s)
Michael Cusano   Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
🔍	0.000	0.00		0.00 USD	−

Update Totals

Total Advance Applied   0.00 USD
Employee Expenses (1 Line)   50.00 USD
Total Due Employee   50.00 USD

OK

Look Up Advance ID   ✕
                                    Help
Empl ID   729624692
Advance ID [begins with ∨] [   ]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100   First ◀ 1-3 of 3 ▶ Last

Advance ID	Advance Description	Balance
0099000003	CashAdv-DDEMAILTEST	10
0099000004	AdvanceEmailDDtest4	40
0099000005	advdd	11

① ← (arrow)

Select the appropriate Cash Advance, in this example we selected 0099000004.

The Advance ID you selected (0099000004) is populated on the page along with the Advance Amount and Total Applied.

Note: If the Amount of the Expense Report (A) is Equal to or Greater Than the Cash Advance Amount (B), then do not adjust the Total Applied Amount (C). The Total Applied Amount (C) must be equal to the Advance Amount (D). All you need to do in this scenario is click the OK button (1).

This will bring you back to the following page:

In this scenario 1, the amount of the expense report is equal to the cash advance, confirm the amount due employee (1) is equal to $0.00 which is the difference of the Expense Report less the Cash Advance.

Click on check box (2), which will then allow you to Click on Submit Expense Report (3.)

This will take you to the Submit Confirmation page:

Confirm the amount due to the employee one last time and then click the "OK" button, (1) if correct.

This will initiate the Expense Report workflow process.

Item 1 – shows the expense report number that has been created

Item 2 – will show amount due to employee as 0.00 in this scenario because the Expense Report Amount was equal to the Cash Advance Amount

If you click on the Refresh Approval Status (3) it will show the workflow processing steps.

Scenario 2: *A Cash Advance (0099000003) was entered for $10, and funds were issued to employee. The employee (or their delegate) is now ready to enter the Expense Report ($50) for which the advance was taken.*

Sign on to PeopleSoft, and Navigate to: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify; Enter the Expense Report;

When all lines have been entered, click the "Summary and Submit" button (1); this will bring up the following page:

There is a balance of $61.00 (1) showing there is/are outstanding Cash Advance(s).

To apply a Cash Advance against this expense report, click on the "Outstanding Cash Advances" link (2) and this will bring up following page:

Click the magnifying glass under the Advance ID, (1); this will pull up a look up box.
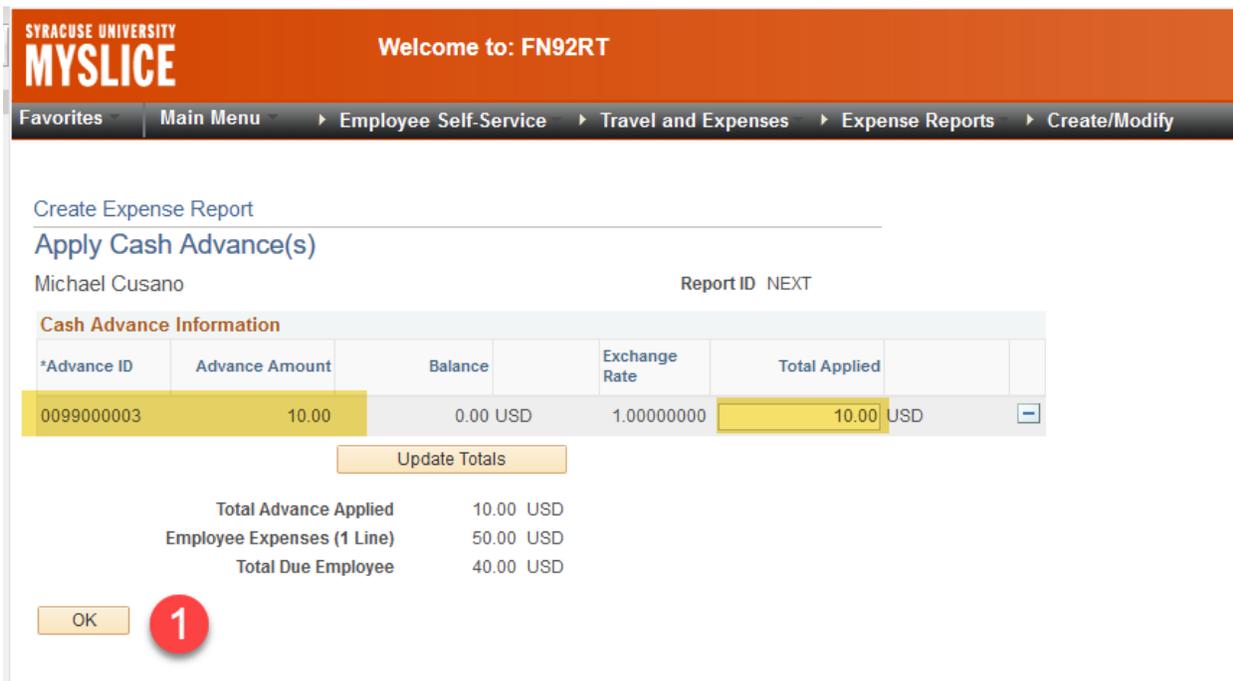

Click on the "Look Up" button (1).

Select the appropriate Cash Advance, in this example we selected 0099000003.

The Advance ID you selected is populated on the page along with the Advance Amount and Total Applied.

Note: If the Amount of the Expense Report (A) is Equal to or Greater Than the Cash Advance Amount (B), then do not adjust the Total Applied Amount (C). The Total Applied Amount (C) must be equal to the Advance Amount (D). All you need to do in this scenario is click the OK button (1).

This will bring you back to the following page:

Confirm the amount due employee (1), difference between Expense Report less Cash Advance.

Click on check box (2), which will then allow you to Click on Submit Expense Report (3).

Scenario 3: *A Cash Advance (0099000040) was entered for $50, and funds were issued to employee. The employee only used a portion of the funds and is entering the Expense Report ($35) for which the advance was taken. Employee will owe the University $15.*

Sign on to PeopleSoft, and Navigate to: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify; Enter the Expense Report;

When all lines have been entered, click on the "Summary and Submit" button (1) and this will bring up the following page:

The Balance of $61.00 (1) shows the amount of the outstanding Cash Advance for the user(s).

To apply a Cash Advance against this expense report, click on the "Outstanding Cash Advance" link (2) and this will bring up following page:

Click the magnifying glass under the Advance ID (1); this will pull up a look up box.

Click on the "Look Up" button (1).

Select the appropriate Cash Advance, in this example we selected 0099000040.

The Advance ID you selected is populated on the page along with the original Advance Amount and Total Applied. (Item C)

Note: Because the Amount of the Expense Report (B) is less than the Cash Advance Amount (A), then you need to manually update the Total Applied Amount (D). The Total Applied Amount (D) must be equal to the Expense Report amount (B). Once changes have been made click the "OK" button (1).

If you forget to make the change to the Total Applied Amount (D) or do not make it equal to the Expense Report amount (B) and click the "OK" button, you will get the following error:

Click "OK" and then update the "Total Applied" amount to be equal to the Employee Expense amount (1). Then click "OK" (2).

This will bring you back to the following page:

Click on the check box (1), then click the "Submit Expense Report" button.

Click the "OK" button.

Note: A message will pop up (1) showing the amount the employee has to pay to the University. Please mail check made payable to Syracuse University to disbursements processing (Attn: Kim Charima), reference your cash advance number in the check memo.

Click the "OK" button (2).

There will be an amount due to university listed on the expense report.

Scenario 3a: *A Cash Advance (0099000041) was entered for $50, and funds were issued to employee. The employee never took the trip/utilized the funds and never cashed the check.*

- Mail the uncashed Syracuse University check back to disbursements, Attn: Kim Charima. Kim will do a void/close on the payment. No additional action is needed by the employee.

Scenario 3b: *A Cash Advance (0099000041) was entered for $50, and funds were issued to employee via Direct Deposit (or paper check that was cashed). The employee never took the trip/utilized the funds.*

- Make a check payable to Syracuse University for the original cash advance amount and mail to disbursements, Attn: Kim Charima.

Note: Please make sure to put the Cash Advance number in the Memo for reference.