

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.

SYRACUSE UNIVERSITY
MYSLICE
Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report Save for Later **Summary and Submit** 1

Michael Cusano

*Request Type: Travel Reimbursement
*Report Description: Test to apply Advance
Reference: [Search]
Default Location: [Search] Attachments

Expenses Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total: 40.00 USD

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
12/13/2017	Advertising	*Business Purpose Test Field 227 characters remaining Receipt Split	Personal Funds	40.00	USD

Default Rate Exchange Rate: 1.00000000
 Non-Reimbursable Base Currency Amount: 40.00 USD
 No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
40.00	SYRUN	40.00	USD	1.00000000	11	31016	00001	561599			

Expand All | Collapse All Total: 40.00 USD

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

SYRACUSE UNIVERSITY
MYSLICE

Welcome to: FN92RT

Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

Create Expense Report Save for Later | Expense Details

Michael Cusano Actions ...Choose an Action GO

*Request Type: Travel Reimbursement
 *Description: Test to apply Advance
 Reference:

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	40.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Warning

Amount Due Employee	40.00 USD	Amount Due to Supplier	0.00 USD
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Outstanding Cash Advance Balance 51.00 USD

There are available Cash Advances that can be applied to this expense report.
 Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

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:

SYRACUSE UNIVERSITY
MYSLICE

Welcome to: FN92RT

Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

Create Expense Report

Apply Cash Advance(s)

Michael Cusano Report ID NEXT

Cash Advance Information

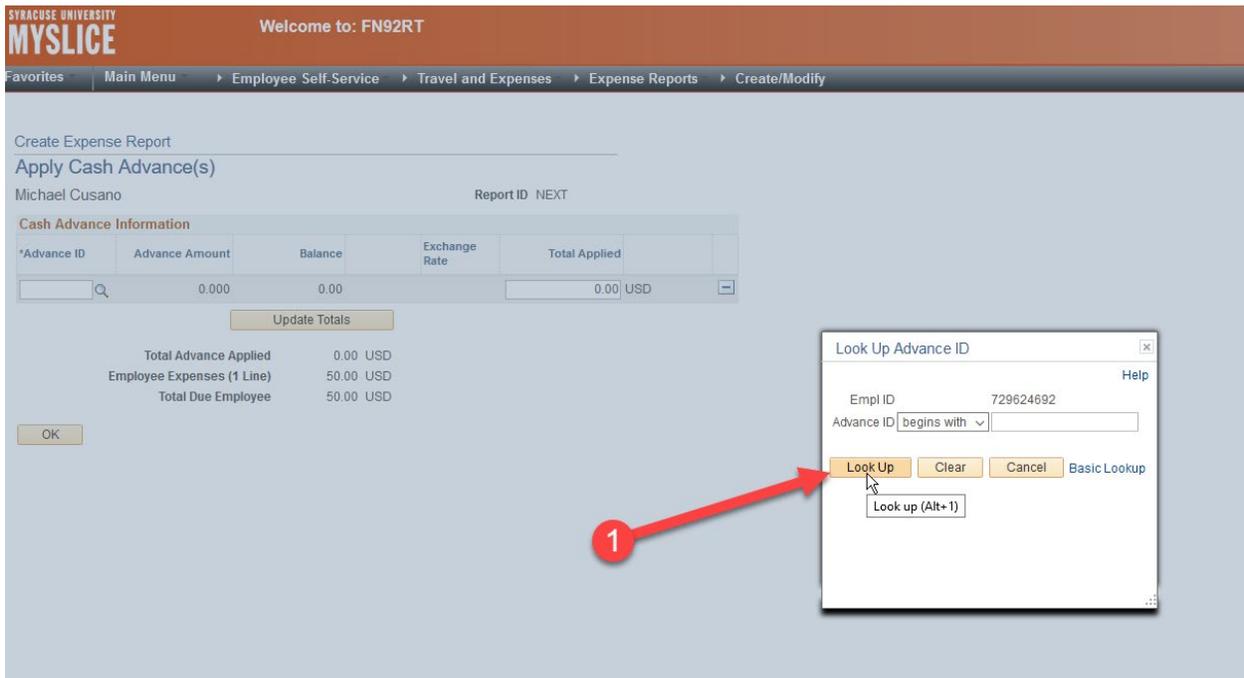
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		0.00 USD

Update Totals

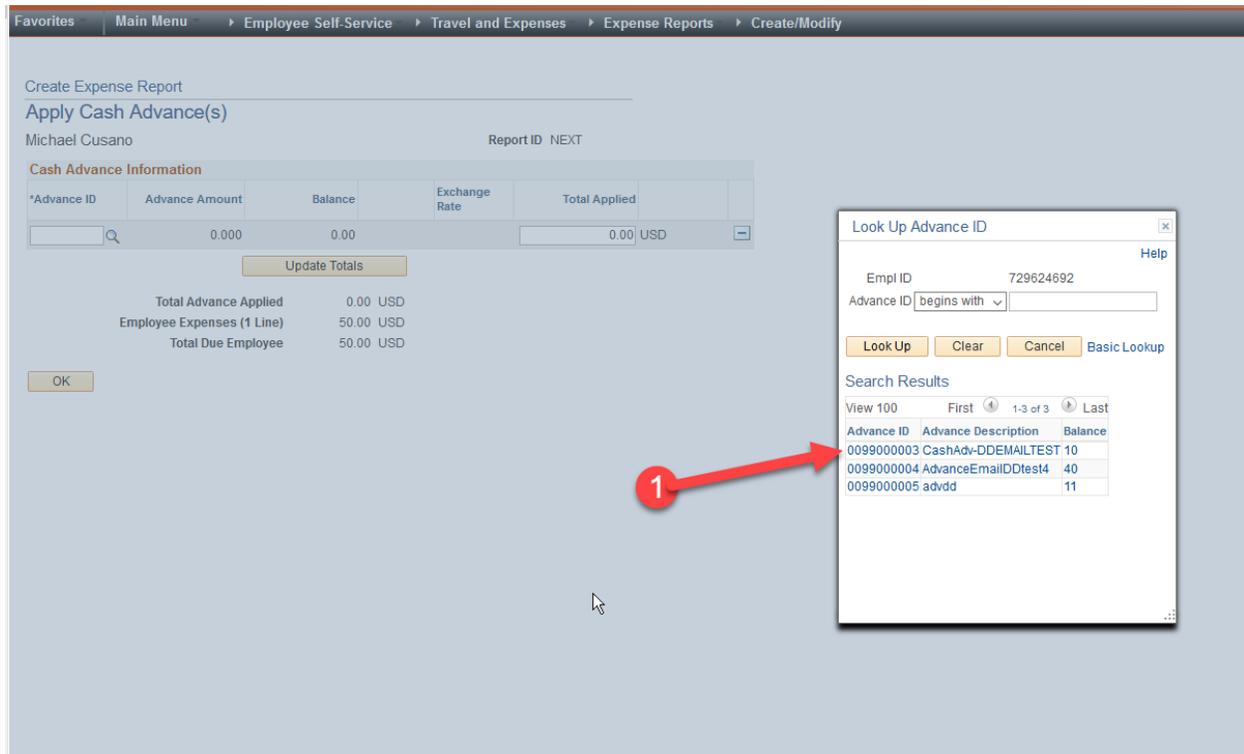
Total Advance Applied	0.00 USD
Employee Expenses (1 Line)	40.00 USD
Total Due Employee	40.00 USD

OK

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 0099000004.

Create Expense Report

Apply Cash Advance(s)

Michael Cusano

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0099000004	40.00	0.00 USD	1.00000000	40.00 USD

Update Totals

Total Advance Applied	40.00 USD
Employee Expenses (1 Line)	40.00 USD
Total Due Employee	0.00 USD

OK

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:

Create Expense Report

Save for Later Expense Details

Michael Cusano

Actions Choose an Action GO

*Request Type Travel Reimbursement

*Description Test to apply Advance

Reference

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	40.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	40.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee 0.00 USD		Amount Due to Supplier 0.00 USD			

Warning

2

Outstanding Cash Advance

Balance 11.00 USD

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

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:

Create Expense Report
 Submit Confirmation

Michael Cusano

Totals ?

Employee Expenses (1 Line)	40.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	40.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD

OK Cancel



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.

View Expense Report

Expense Details

Michael Cusano

Actions Choose an Action GO

Your expense report 0088000007 has been submitted for approval. 1

Business Purpose: Travel Reimbursement Report: 0088000007 Submission in Process
 Description: Test to apply Advance Created: 12/14/2017 Michael Cusano
 Reference Last Updated: 12/14/2017 Michael Cusano
 Post State: Not Applied

Totals ? View Printable Version View Analytics Notes

Employee Expenses (1 Line)	40.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	40.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD Amount Due to University 0.00 Amount Due to Supplier 0.00 USD 2

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 Submit Expense Report

Refresh Approval Status 3

Return to Search Notify

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.

Approval History



Action	Role	Name	Date/Time
Submitted	Employee	Michael Cusano	12/14/2017 9:30:59AM

Return to Search Notify

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;

SYRACUSE UNIVERSITY
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Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report

Michael Cusano

*Request Type: Travel Reimbursement
*Report Description: Apply Against Advance
Reference: [Search]

Default Location: [Search] Attachments

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
12/12/2017	Advertising	BP00001 247 characters remaining Receipt Split	Personal Funds	50.00	USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
50.00	SYRUN	50.00	USD	1.00000000	11	31016	00001	561599			

Expand All | Collapse All

Total: 50.00 USD

Save for Later | **Summary and Submit** (1) | GO

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

SYRACUSE UNIVERSITY
MYSLICE
Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report

Michael Cusano

*Request Type: Travel Reimbursement
*Description: Apply Against Advance
Reference: [Search]

Totals

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	50.00 USD	Amount Due to Supplier	0.00 USD		
Outstanding Cash Advances	Balance	61.00 USD			

Warning

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Save for Later | Expense Details

Actions: Choose an Action | GO

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:

Create Expense Report

Apply Cash Advance(s)

Michael Cusano

Report ID NEXT

Cash Advance Information

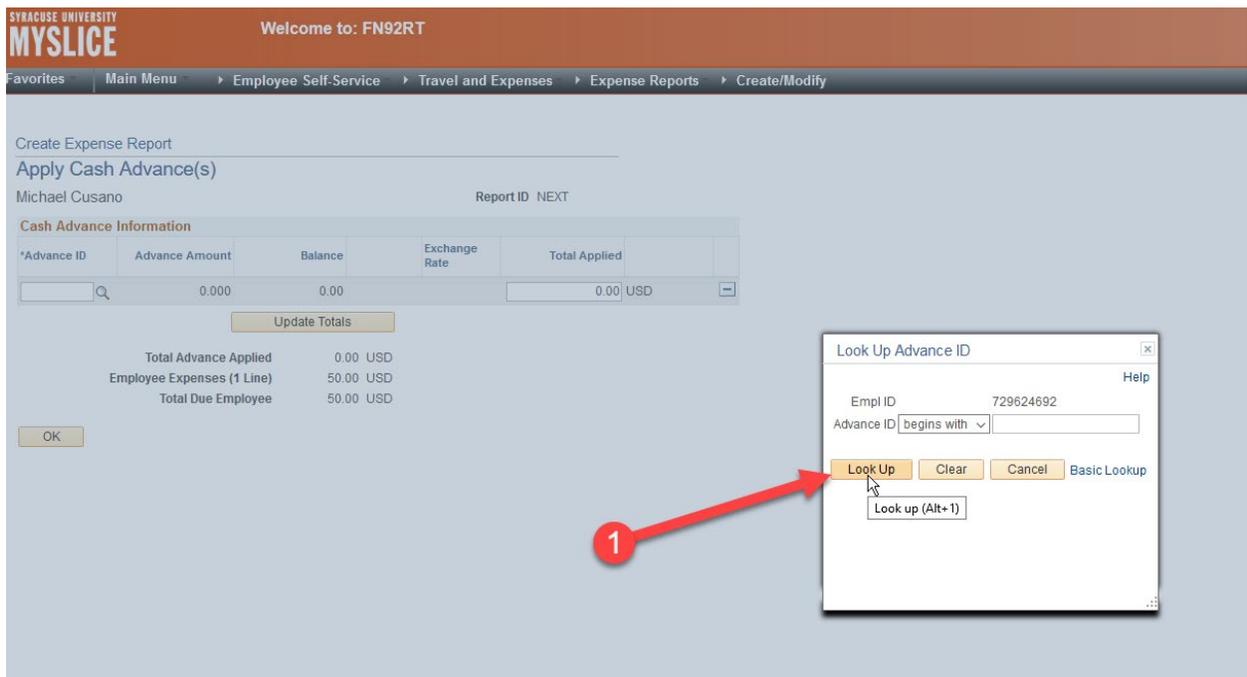
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
<input type="text"/>	0.000	0.00		0.00	USD

1  

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

OK

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



SYRACUSE UNIVERSITY
MYSLICE
Welcome to: FN92RT
Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

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

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
<input type="text"/>	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

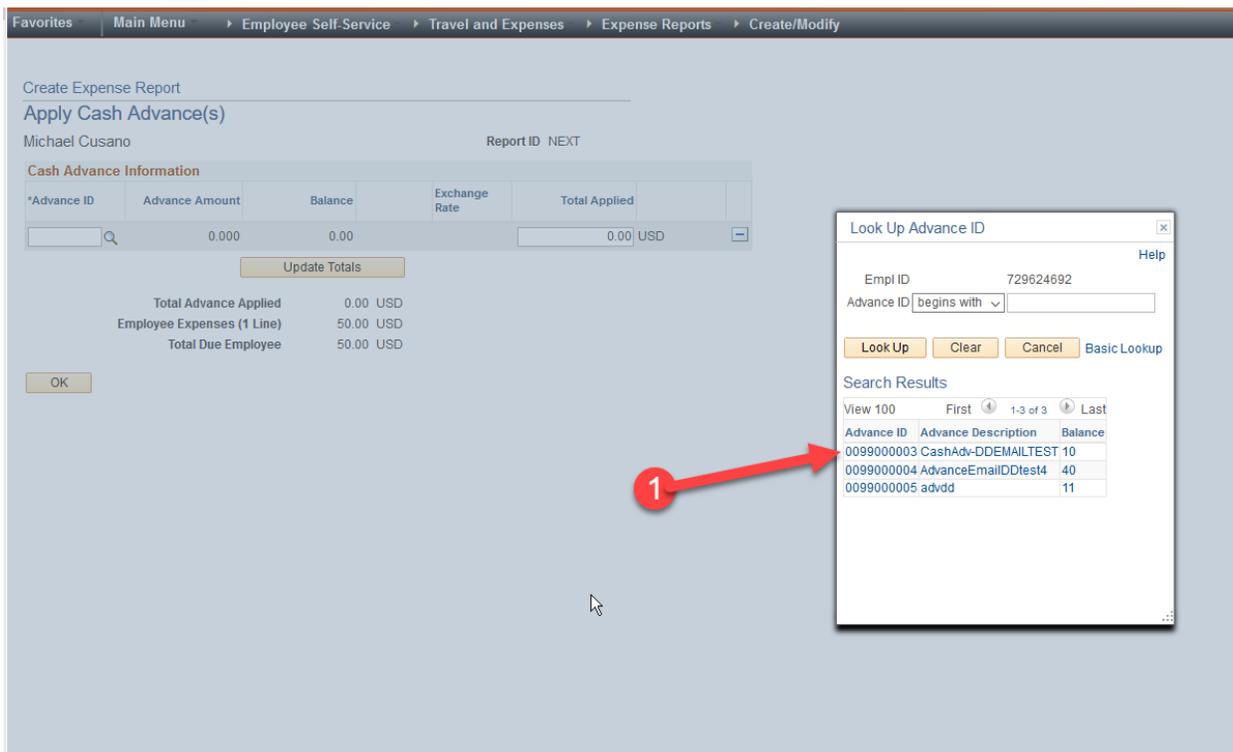
Empl ID 729624692

Advance ID begins with

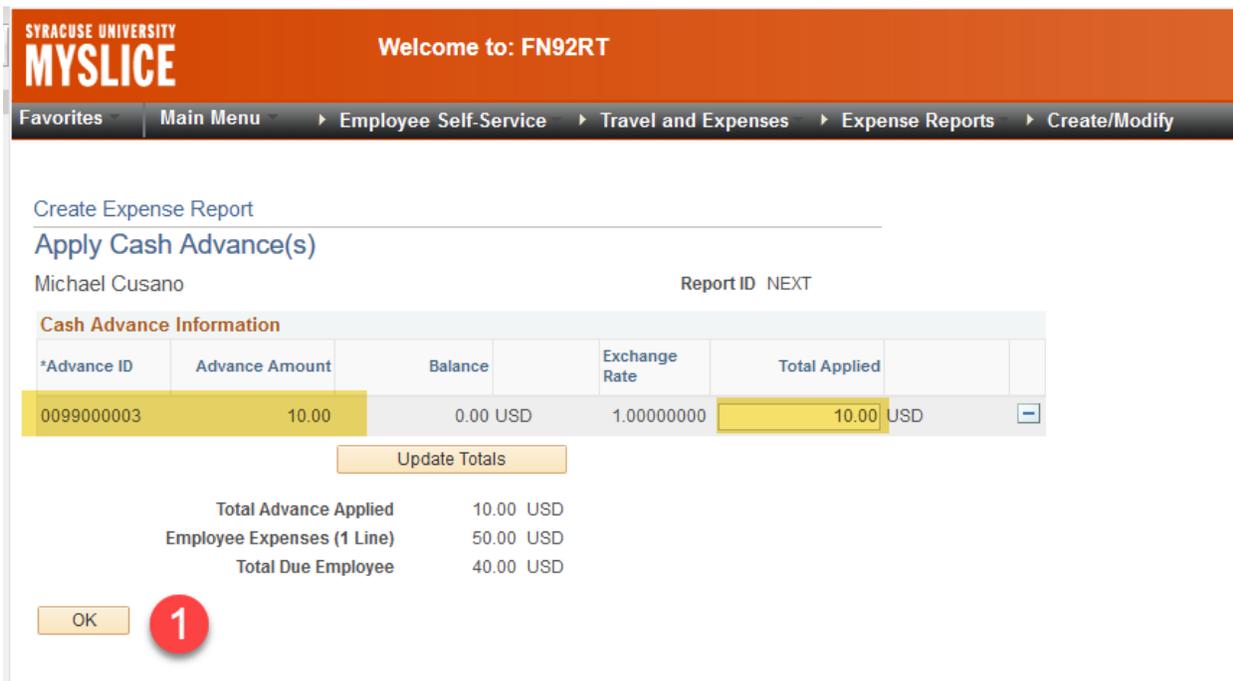
Look Up Clear Cancel Basic Lookup

Look up (Alt+1)

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:

Michael Cusano

*Request Type: Travel Reimbursement
*Description: Apply Against Advance
Reference: [Search]

Totals: View Printable Version | View Analytics | Notes | Attachments

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	10.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		40.00 USD	Amount Due to Supplier		0.00 USD

Warning

2 Outstanding Cash Advance Balance 51.00 USD
There are available Cash Advances that can be applied to this expense report.
Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

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;

MySlice Syracuse University Welcome to: FN92RT

Expenses: Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
09/20/2019	Advertising	EF00001 247 characters remaining Recover Soft	Personal Funds	35.00	USD

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit	Project
35.00	SYRJUN	35.00 USD	1.00000000	11	31012	00001	561509				

Summary and Submit

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

SYRACUSE UNIVERSITY
MYSLICE

Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report Save for Later | Expense Details

Michael Cusano Actions [Choose an Action] GO

*Request Type: Travel Reimbursement
 *Description: Apply Against Advance
 Reference:

Totals View Printable Version | View Analytics | Notes | Attachments

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		50.00 USD	Amount Due to Supplier		0.00 USD

Warning

[Outstanding Cash Advance](#) **Balance 61.00 USD**

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

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:

MySlice
Syracuse University

Welcome to: FN92RT

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Expense Reports | Create/Modify

Create Expense Report

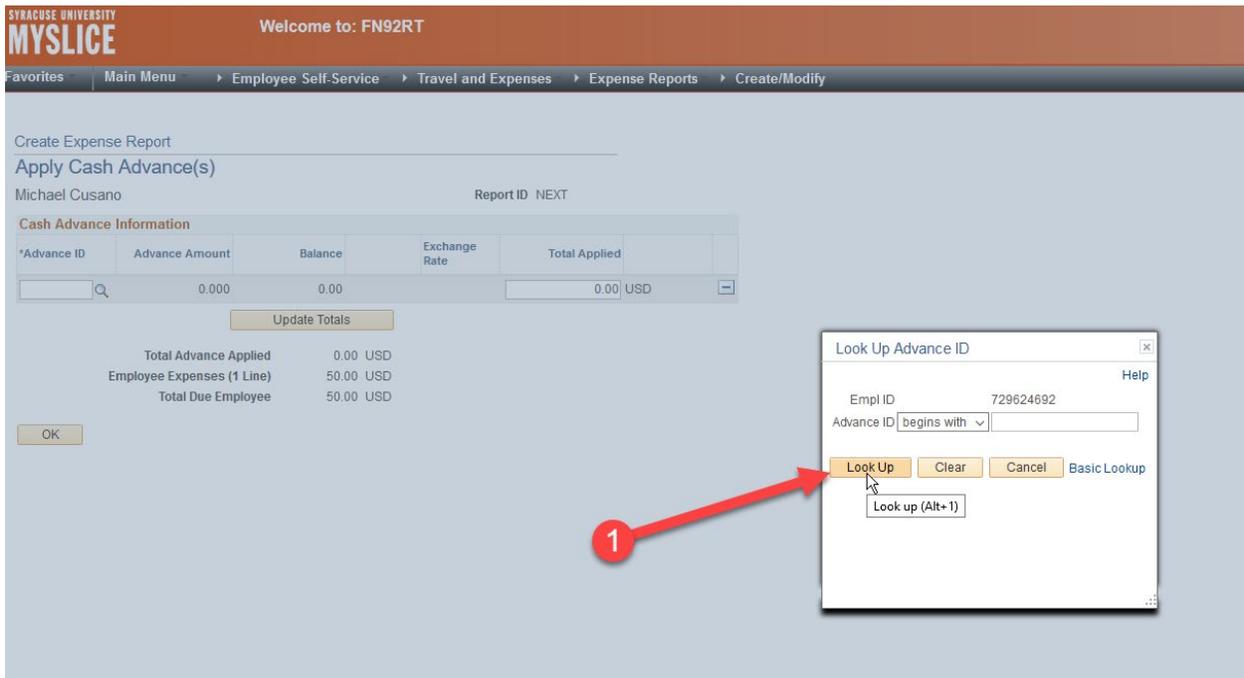
Apply Cash Advance(s) Report ID NEXT

Cash Advance Information

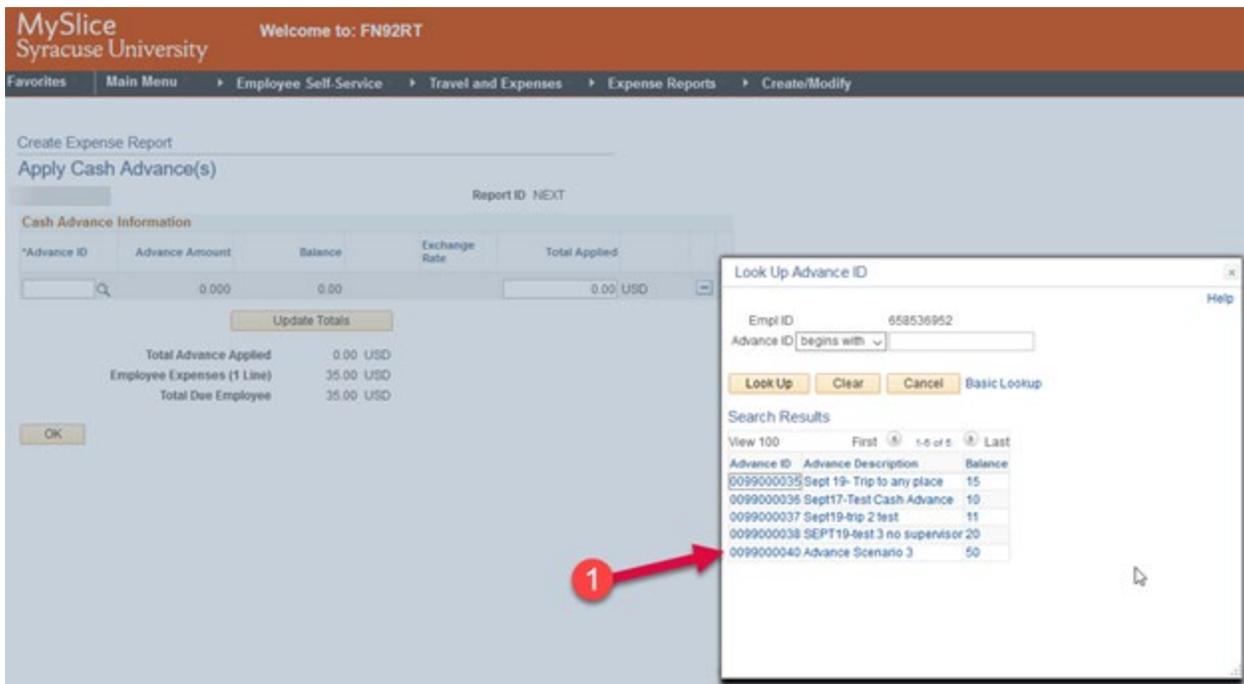
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		0.00 USD

Total Advance Applied 0.00 USD
Employee Expenses (1 Line) 35.00 USD
Total Due Employee 35.00 USD

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.

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0099000040	50.00	0.00 USD	1.00000000	50.00 USD

Update Totals

Total Advance Applied 50.00 USD
 Employee Expenses (1 Line) 35.00 USD
 Total Due Company 15.00 USD

OK

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:

The screenshot shows the same 'Apply Cash Advance(s)' page as above, but with an error message box overlaid. The error message reads: "The total cash advances are greater than the total due employee. (10502,137) Adjust the cash advance amount, so it is equal to the total due employee." The message box includes an "OK" button at the bottom.

MySlice Syracuse University Welcome to: FN92RT

Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0099000040	50.00	0.00 USD	1.00000000	35.00 USD

Update Totals

Total Advance Applied	50.00 USD
Employee Expenses (1 Line)	35.00 USD
Total Due Company	15.00 USD

OK

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:

MySlice Syracuse University Welcome to: FN92RT

Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

Modify Expense Report

Save for Later Expense Details

Request Type: Travel Reimbursement Report: 008800074 Pending

Description: Apply Against Advance #3 Created: 09/23/2019

Reference: Search Last Updated: 09/23/2019

Post State: Not Applied

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	35.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	35.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	0.00 USD	Amount Due to Supplier	0.00 USD		

Warning

Outstanding Cash Advance Balance 71.00 USD

There are available Cash Advances that can be applied to this expense report. Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

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

MySlice Syracuse University Welcome to: FN92RT

Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

Expense Report

Submit Confirmation

Totals ?

Employee Expenses (1 Line)	35.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	35.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD

1

OK Cancel

Click the “OK” button.

MySlice Syracuse University Welcome to: FN92RT

Favorites Main Menu Employee Self-Service Travel and Expenses Expense Reports Create/Modify

View Expense Report Expense Details

Your expense report 008000074 has been submitted for approval.

Business Purpose: Travel Reimbursement Report: 008000074 Submission In Process

Description: Apply Against Advance #3 Created: 09/03/19

Reference: Last Updated: 09/03/19

Post State: Not Applied

Totals ? View Printable Version View Analytics Notes

Employee Expenses (1 Line)	35.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	35.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report Submitted On: 09/23/19

Refresh Approval Status

Return to Search Notify

Message

There is an Amount Due of 15 for this Expense Report. (20000.7) 1

There is an Amount Due to the University for this Expense Report - please make sure payment is made.

OK 2

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).

MySlice Syracuse University Welcome to: FN92RT

Navigation: Favorites | Main Menu | Employee Self Service | Travel and Expenses | Expense Reports | Create/Modify

View Expense Report Expense Details

Your expense report 0088000074 has been submitted for approval.

Report: 0088000074 Submission in Process
 Created: 09/23/2019
 Last Updated: 09/23/2019
 Post State: Not Applied

Totals	View Printable Version	View Analytics	Notes
Employee Expenses (1 Line)	35.00 USD	Non Reimbursable Expenses	0.00 USD
Cash Advances Applied	35.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee		Amount Due to Supplier	
0.00 USD		0.00 USD	

Amount Due to University: 15.00 (indicated by a red arrow)

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report Submitted On: 09/23/2019 Submitted By: Candy Elocks

Refresh Approval Status

[Return to Search](#) [Notify](#)

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.