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.

<u>Note:</u> 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.

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

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Create Expense Report Michael Cusano *Request Type Travel Reimburse *Description Test to apply Adva Reference	ance			ActionsChoose	an Action
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Cash Advances Applied 0.00) USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Dur 2	mployee 40.00		Amount Due to Supplier	0.00 USD	
Outstanding Cash Advance	Balance 51.00				
There are available Cash Advances that can Select the Outstanding Cash Advances link to A	be applied to this expense rep Apply or View Cash Advances to	ort. o this expense report.			
By checking this box, I certify the exp	penses submitted are accura	te and comply with expense poli	icy.		

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:

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	Employee Expenses (1	Line) 40.00	USD					
	Total Due Emp	loyee 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).

ael Cusano	dvance(3)		Rep	ort ID NEXT		
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ance ID	Advance Amount	Balance	Exchange	Total Applied		
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Select the appropriate Cash Advance, in this example we selected 0099000004.

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Favorites 🔻	Main Menu 🔹 🔸 Empl	oyee Self-Service -	Travel and Ex	¢penses ∽ → E	xpense Reports	▸ Create/Modify
Create Expe	ense Report					
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0099000004	40.00	0.00 USD	1.00000000	40.00 U	SD	-
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	Total Due Employee	0.00 USD				
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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:

SYRACUSE UNIVERSITY Welcome to: FN92	RT			
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Cash Advances Applied 40.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee Warning	0.00 USD	Amount Due to Supplier	0.00 USD	
Outstanding Cash Advance Balance	11.00 USD			
There are available Cash Advances that can be applied to this e	xpense 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:

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Favorites – Main Menu – 🔸	Employee Self-S	Service → Trave	l and Expenses — 🔸	Expense Reports	➤ Create/Modify	
Create Expense Report Submit Confirmation Michael Cusano Totals @						
Employee Expenses (1 Line) Cash Advances Applied	40.00 USD 40.00 USD	Non-Reim	oursable Expenses Prepaid Expenses	0.00 USD 0.00 USD	Employee Credits Supplier Credits	0.00 USD 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.

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lichael Cusano our expense report 0088000007 f	as been submitted for approval	1		Actions Choose	an Action	GO
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Cash Advances Applied	40.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
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By checking this box, I	certify the expenses submitted	are accurate and comply with expense policy	y.		-	
Submit Expense Report	t					

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							
s Micl	Submitted hael Cusano	Expense Manag Christine Jo Ket	er İy	Prepay Auditor Corinne Willis		Payment	
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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;

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Favorites Main Menu	Employee Self-Service Travel and Expenses Expense Reports Create/Modify
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When all lines have been entered, click the "Summary and Submit" button (1); this will bring up the following page:

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Cash Advances Ap	pplied 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
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By checking this Submit Expense	s box, I certify the expenses submitte e Report	d are accurate and comply with expense polic	у.			

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:

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

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

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

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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:

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Cash Advanc	es Applied 10.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Narning	Amount Due to Employee	40.00 USD	Amount Due to Supplier	0.00 USD	
Outstanding Cash There are availabl lect the Outstandin	Advance Balance le Cash Advances that can be applied to ng Cash Advances link to Apply or View	51.00 USD this expense report. Cash Advances to this expense report.			
By checking Submit Exp	g this box, I certify the expenses subm pense Report	itted are accurate and comply with expense pol	icy.		

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;

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

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Create Expense Repo	rt			Į	🔲 Save for Later 👸 E	xpense Details
Michael Cusano *Request Type *Description Reference	Travel Reimbursement Apply Against Advance			ActionsChoose :	an Action	GO
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Employee Expenses (1 Li	ne) 50.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	
Cash Advances Appl	ied 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
Warning	Amount Due to Employee	50.00 USD	Amount Due to Supplier	0.00 USD		
Outstanding Cash Advand There are available Cash Select the Outstanding Cash	Balance Advances that can be applied to thi Advances link to Apply or View Ca:	61.00 USD s expense report. sh Advances to this expense report.				
By checking this b Submit Expense F	ox, I certify the expenses submitte	d are accurate and comply with expense polic	y.			

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:

MySlic Syracuse	e University	Welcome to: FN	92RT			
Favorites	Main Menu 🔹 🕨	Employee Self-Service	 Travel and E 	xpenses 🔸 Expense l	Reports → Create/Modify	
Create Expe	nse Report					
Apply Cas	sh Advance(s)		Repor	tID NEXT		
Cash Advan	ce Information					
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
	0.000	0.00	[0.00 USD	=	
		Update Totals				
	fotal Advance A	Applied 0.00 USI	D			
	Employee Expenses (1 Line) 35.00 USI	D			
	Total Due Em	ployee 35.00 USI	D			
OK						

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

RACUSE UNIVERSITY	1	Welcome to: FN	92RT				
vorites N	lain Menu → Er	nployee Self-Service	 Travel and Exp 	oenses ▶ Expens	e Reports 🔹 🕨	Create/Modi	ify
	-						
Apply Cash	Advance(s)						
Michael Cusan			Repor	ID NEXT			
Cash Advance	Information						
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied			
Q	0.000	0.00		0.00 U:	SD -	-	
		Update Totals					
	Total Advance An	plied 0.00 LIS					Look Up Advance ID
E	Employee Expenses (1 I	Line) 50.00 US	D				Hel
	Total Due Empl	oyee 50.00 US	D				Empl ID 729624692
OK							Advance ID begins with 🗸
							Circai Cancer Basic Looku
						-	Look up (Alt+1)
				_			

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

MySlic Syracuse	e University	Welcome to: FN92	2RT				
Favorites	Main Menu	Employee Self-Service	Travel and Ex	¢penses → Exp	ense Reports	► Create/Modify	
Create Exper	ise Report h Advance(s)		Report	ID NEXT			
Cash Advance	e unormation	at Balance	Exchange	Total Applied			
			Rate	0.00111	-	Look Up Advance ID	(x)
OK	Total Advanc Employee Expense Total Due E	Update Totals Applied 0.00 USD (1 Line) 35.00 USD mployee 35.00 USD		1-	-	Empi ID 658536952 Advance ID begins with v Lock UP Clear Cancel Basic Lookup Search Results View 100 First 1 is ors 1 Last Advance ID Advance Description Balance 8099000035 Sept 19- Trip to any place 15 0099000035 Sept 19- trip 2 test 11 0099000038 Sept 1718-best 3 no supervisor 20 0099000040 Advance Scenario 3 50	Help D

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

MySlic Syracuse	c e e University	Welcome to: FN	92RT			
Favorites -	Main Menu 🔹 🕨	Employee Self-Service	 Travel and Ex 	kpenses ► E	xpense Reports	 Create/Modify
Create Expe	ense Report					
Apply Ca	sh Advance(s)		Report	ID NEXT		
Cash Advan	ce Information					
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
0099000040	C 50.00	0.00 USD	1.00000000	50.00	USD 🖃	
		Update Totals	•			
	Total Advance A Employee Expenses (Total Due Co	Applied 50.00 US 1 Line) 35.00 US mpany 15.00 US				

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:

MySlic Syracuse	:e e University	Welcome to: FN92	RT			
Favorites	Main Menu 🔰 🔸	Employee Self-Service	 Travel and Ex 	¢penses → Ex	pense Reports	▶ Create/Modify
Create Expe Apply Ca	nse Report sh Advance(s)					
			Report	ID NEXT		
Cash Advan	ce Information					
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
0099000040	50.00	0.00 USD	1.00000000	50.00 L	JSD 🖃	
ОК	Total Advance Employee Expenses Total Due Co	Update Totals Applied 50.00 USD (1 Line) 35.00 USD ompany 15.00 USD	Messa The total Adjust th	ge I cash advances are Ie cash advance am	greater than the to ount , so it is equal	tal due employee. (10502,137) to the total due employee.

MySlic Syracuse	c e e University	Welcome to	: FN92R1	г					
Favorites	Main Menu 🔹 🔸	Employee Self-Se	rvice 🔸	Travel and I	Expenses 🔹 🕨	Expense	Reports	۲	Create/Modify
Create Expe	ense Report								
Apply Ca	sh Advance(s)			Repor	rt ID NEXT				
Cash Advan	ce Information								
*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applie	ed			
0099000040	50.00	0.00 U	SD	1.00000000	35.0	O USD	-		
	1	Update Totals		~					
	Total Advance A	pplied 50.00	USD						
	Employee Expenses (1 Line) 35.00	USD 🥌						
2 ОК	Total Due Co	mpany 15.00	0 USD						

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: I	Welcome to: FN92RT							
Favorites	Main Menu	Employee Self-Serv	ce + Travel and E	xpansas 🔸 Expan	ise Reports	CreaterModily				
Modify Exp	ense Repor	1						G Save for Later	Expense Defail	
							Actions Choose	an Adion	- GO	
	"Request Type	Travel Reimbursement	· •	Report 00	088000074 Pend	no				
	"Description	looly Against Advance #3		Created 0	9/23/2019					
	Reference		Q.	Last Updated 07	9(23/2019					
				Post State N	ot Applied					
Totals @		Wew Printable Vers	on	199 View Analytics		P Notes	d. 10	tachments		
Employe	e Expenses (1 Lin	H 35.00 USD	Non-Rei	imbursable Expenses	0.00 USD		Employee Credits	0.00 USD		
Cas	h Advances Applik	e 35.00 USD		Prepaid Expenses	0.00 USD		Supplier Credits	0.00 USD		
Warning	A	nount Due to Employe	0.00 USD		Amount	Due to Supplier	0.00 USD			
Outstand	Sing Cash Advance	Balanc	71.00 USD							
There an Select the C	e available Cash A Sulstanding Cash	diances that can be applied Ediances link to Apply or Vie	to this expense report. • Cash Advances to this e	spense report.						
1 B	checking this bo	, I certify the expenses sub	nitted are accurate and	comply with expense pri	iicy.					
-	lubrat Essense R	tront								
-	and the second of the									

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

MySlice Syracuse University	Welcome 1	Welcome to: FN92RT								
Favorites Main Menu	▶ Employee Self.5	Service	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 Du	e to Employee	0.00 USD Amoun	t Due to Supplier	0.00 USD						

Click the "OK" button.

MySlice Syracuse University	Welcome to: FI	N92RT						
Favorites Main Menu	• Employee Self-Servic	e	Expense I	Reports + Crea	teModily			
View Expense Report								Expense Details
						ActionsChoose	r an Adlion	~ 60
Your expense report 0088000074 r	tas been submitted for appro	wal,						
Business Purpose Tra	vel Reimbursement	Report	0088000074	Submission in Proce	05			
Description Age	ply Agenal Advance #3	Created	89032019					
Reference		Last Updated	08032018					
Trank ()	1000 Contractor	Post State 1	kot Applied					
Totals (g)	View Printable Version	State Analytics			2 Tooles			
Employee Expenses (1 Line)	35.00 URD	Non-Reindursable Expenses		0.00 USD		Employee Credita	0.00 (/50))
Cash Advances Applied	38.00 USD	Prepaid Expenses		Message				
			Amount Due to	There is an Amoun	t Due of 15 for this i	Deponse Raport. (20000,7)	-	-0
Amoun	t Due to Employee	0.00 USD	Onventa	There is an Arrow of	The to the Linkson	B. Dr. Wa Danasa Danast .	olance make sure	exempti is made
By checking this box, I	certify the expenses submit	ted are accurate and comply with expe	ase policy.	0	Control of the Control of	ng na ana sayena anagan.	presente interne prere	pagement is made.
Suturd Expense Rept		Sebroit	ed On ow230	OK 2				
Referit Approval Statu	13							
Retarn to Search								

<u>Note:</u> 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).

avorites Main Menu	 Employee Self-Service 	e	 Expense 	Reports +	Create/Modify			
iew Expense Report								Expense De
						ActionsChoose	on Action	-
four expense report 0088000074	has been submitted for appro	12.						
Business Purpose Tr	vel Reimbursement	Report	0088000074	Submission in	Process			
Description Ap	ply Against Advance #3	Created	09232019					
Reference		Last Updated	09/23/2019					
Totals 🛞	Jiew Printable Version	Post State	Not Applied		() 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 University	15.00	+			
Amour	t Due to Employee	0.00 USD		Amount D	ue to Supplier	0.00 USD		
By checking this box,	certify the expenses submitt	ed are accurate and comply with exp	ense policy.					
Submit Expense Rep	pri .	Submit	ned Oil 09/23	2019 Subr	witted By Candy Brocks			
Roberts Incomed The	-							

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.