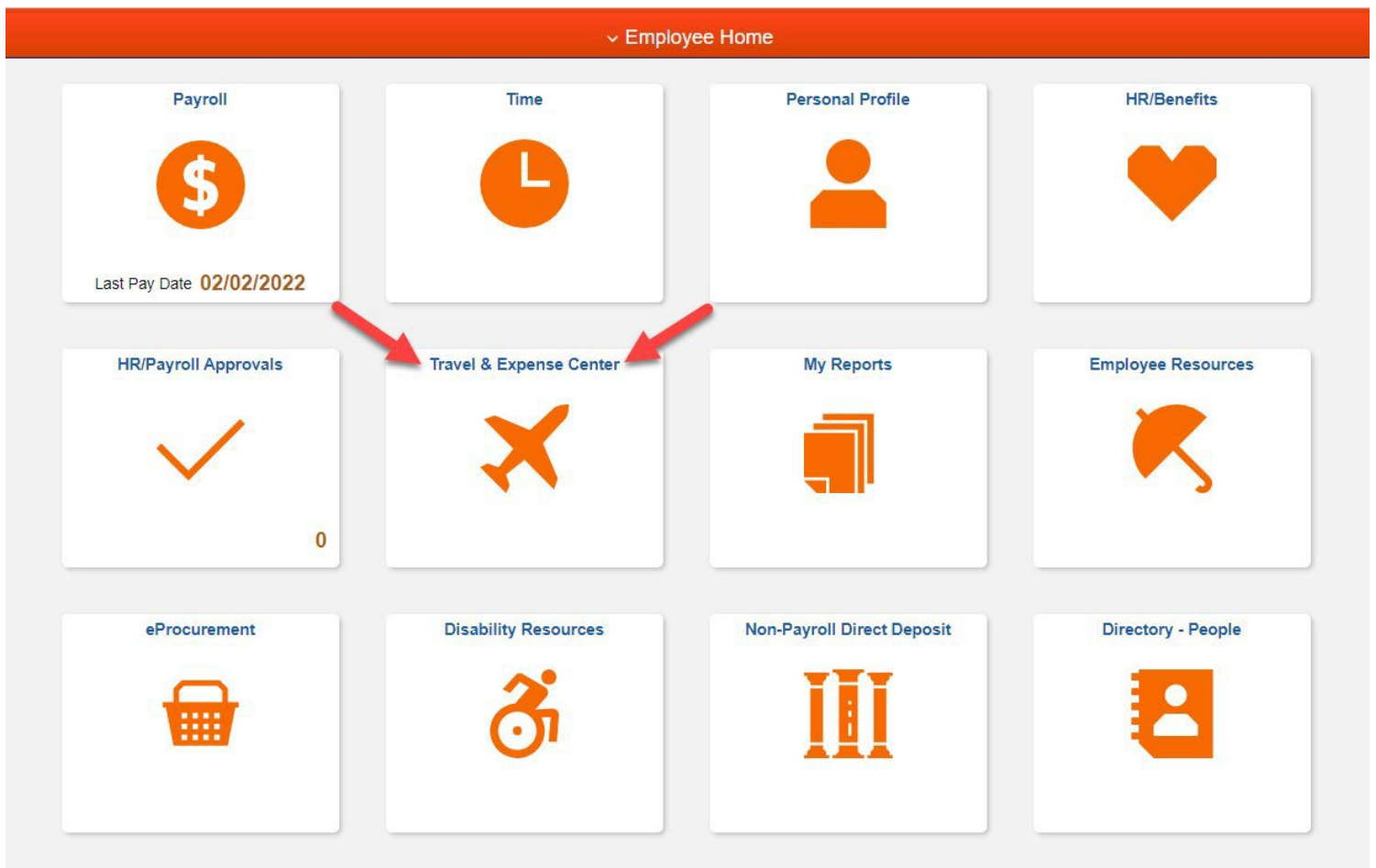


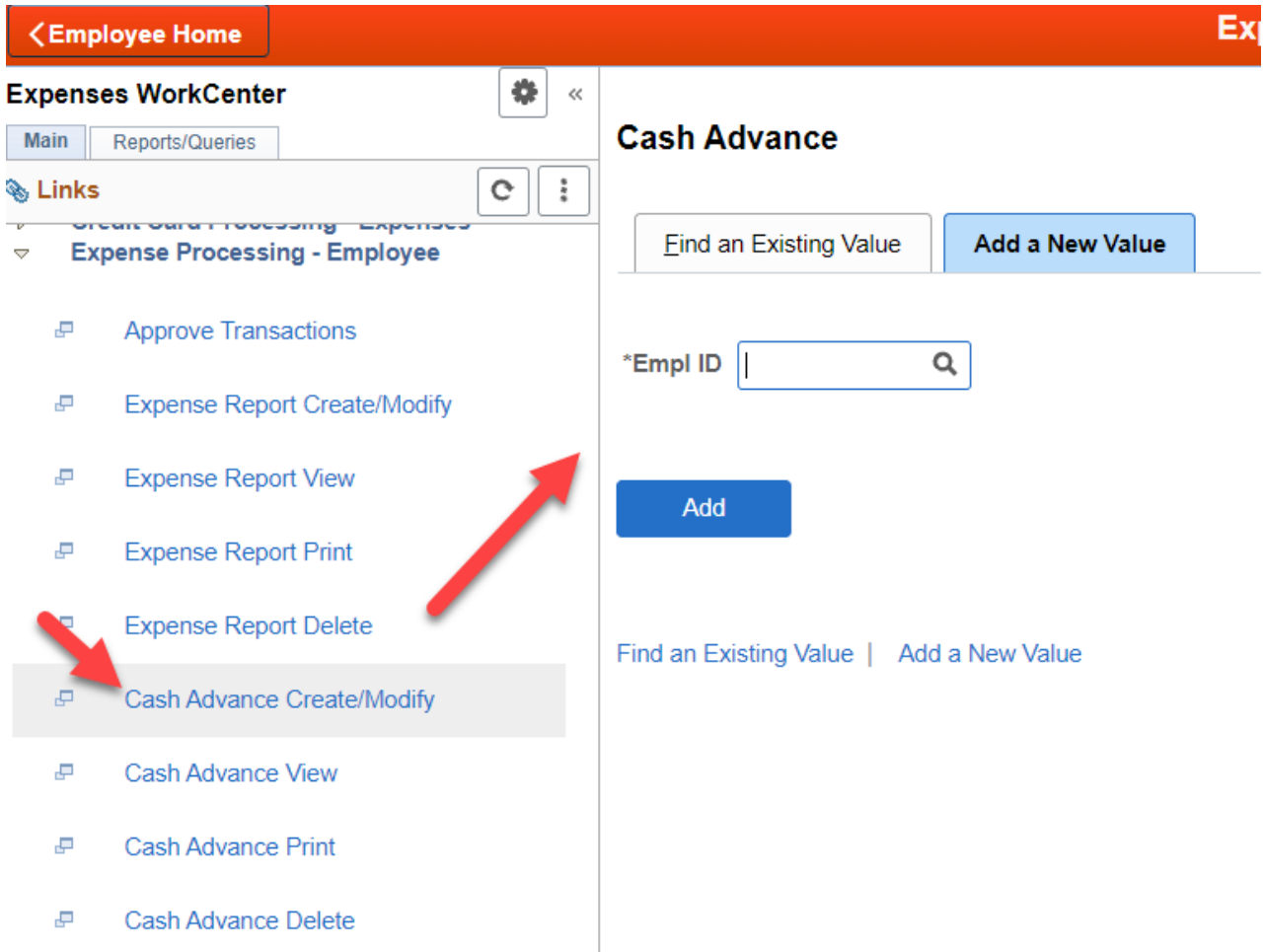
Entering a Cash Advance

Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



Cash Advance Entry:

Click on the Cash Advance Create/Modify link from the “Expenses WorkCenter”.



The screenshot displays the 'Expenses WorkCenter' interface. The top navigation bar is orange with a '< Employee Home' button on the left and 'Ex' on the right. Below the navigation bar, the 'Expenses WorkCenter' title is followed by a gear icon and a double arrow icon. There are two tabs: 'Main' (selected) and 'Reports/Queries'. A 'Links' section is visible, containing a list of links under the heading 'Expense Processing - Employee'. The link 'Cash Advance Create/Modify' is highlighted in a light grey box, with a red arrow pointing to it from the left. Other links in the list include 'Approve Transactions', 'Expense Report Create/Modify', 'Expense Report View', 'Expense Report Print', 'Expense Report Delete', 'Cash Advance View', 'Cash Advance Print', and 'Cash Advance Delete'. To the right of the sidebar, the 'Cash Advance' section is visible. It features two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a search field labeled '*Empl ID' with a magnifying glass icon. A blue 'Add' button is positioned below the search field. At the bottom of the 'Cash Advance' section, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Your EMPL ID will be displayed; if you are a delegate for another user, you can click the magnifying glass to look up that user.

Once the proper EMPL ID is selected, click ADD.

Cash Advance - QUICK ENTRY GUIDE:

SYRACUSE UNIVERSITY
MYSLICE

Welcome to: FN92SP

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Cash Advances | Create/Modify

Create Cash Advance

Save for Later | Home

Michael Cusano

1 *Request Type [dropdown]
2 *Advance Description [text box]
3 Reference [search box]
User Defaults
Import ATM Advances

Cash Advance [help] View Printable Version

8 Notes 9 Attachments

*Source	Business Purpose	*Amount	Currency	Apply Tax
[dropdown]	[text box]	0.00	USD	<input type="checkbox"/>

▼ Totals

Advance Amount	0.00 USD
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7 By checking this box, I certify the advances submitted are accurate and comply with expense policy.

10 Submit Cash Advance

- 1) Select "Travel Reimbursement" (1)
- 2) Enter a description for the cash advance (2) i.e.. May 2017 - Jones Visit, limited to 30 characters
- 3) Reference (3) **optional** - 10 characters
- 4) Enter Source (4) "System Payment"
- 5) Business Purpose (5) limited to 30 characters, use notes (8) or attachments (9) for more detail
- 6) Amount (6)- enter in US Dollars
- 7) Notes (8) - add additional information
- 8) Attachments (9) - use to attach any scanned documents for supporting detail
- 9) Check box (7) confirming advances are accurate and allowable
- 10) Click Submit Cash Advance button (10)

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Cash Advances | Create/Modify

Create Cash Advance

Submit Confirmation

Candy Brooks

Totals

Advance Amount	13.50 USD
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OK Cancel

Click OK button to submit - This will initiate workflow process - routing to Expense Manager.
(Dept Approver)

View Cash Advance

Candy Brooks

Your cash advance 0099000039 has been submitted for approval.

Request Type Travel Reimbursement Report 0099000039 Submission in Process
Advance Description SEPT19-test 4 route to supid Reference
Accounting Date 09/17/2019 Post State Not Applied

Created 09/17/2019 Candy Brooks
Last Updated 09/17/2019 Candy Brooks
User Defaults

Cash Advance ? View Printable Version Notes

*Source	Business Purpose	*Amount	Currency	Apply Tax
System Payment	bp0001	13.50	USD	<input type="checkbox"/>
Totals				
Advance Amount		13.50	USD	

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

Submit Cash Advance

Refresh Approval Status



Return to Search Notify

11) If you want to view the approval workflow - click "REFRESH APPROVAL STATUS" button

Cash Advance Approval Workflow: will automatically route to approvers based on employee's home department. Typical workflow levels are Expense Manager for a dept, HR Supervisor for employee, and Prepay Audit (disbursements department). Once each level approves, the cash advance will route to the next person in the approval workflow.