Entering a Cash Advance

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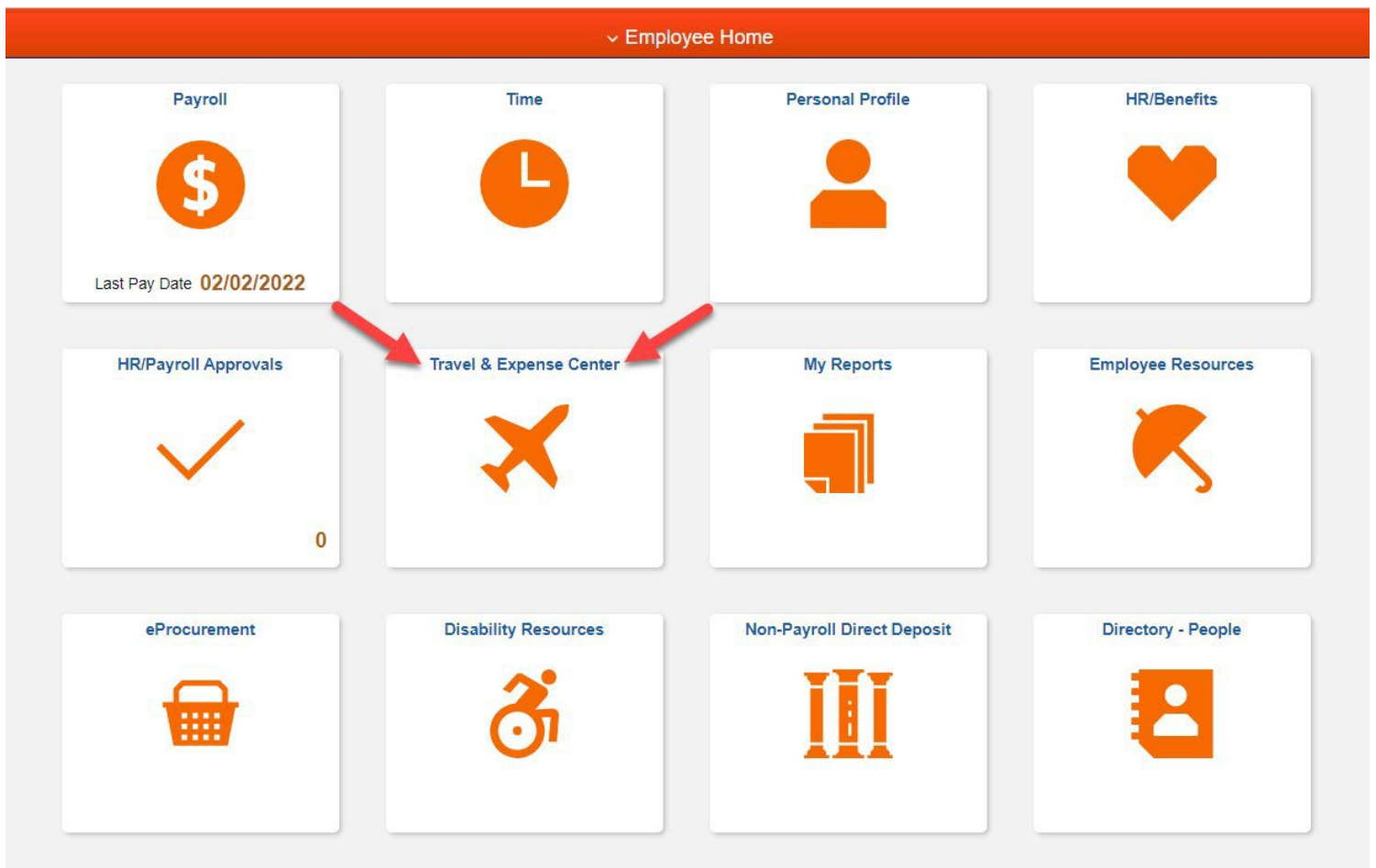
Cash Advance Entry:

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

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:

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)

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	☐

▼ 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.