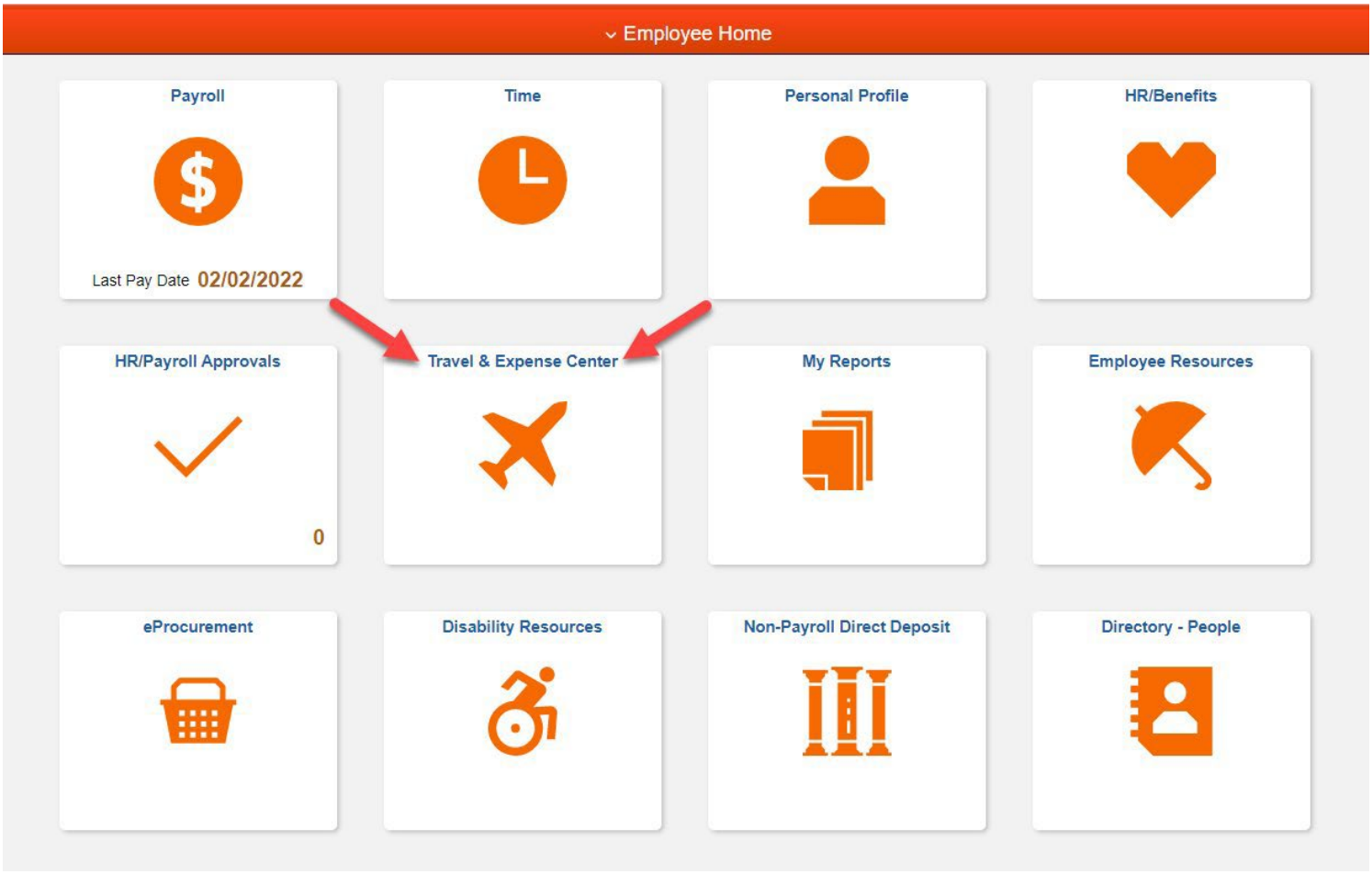
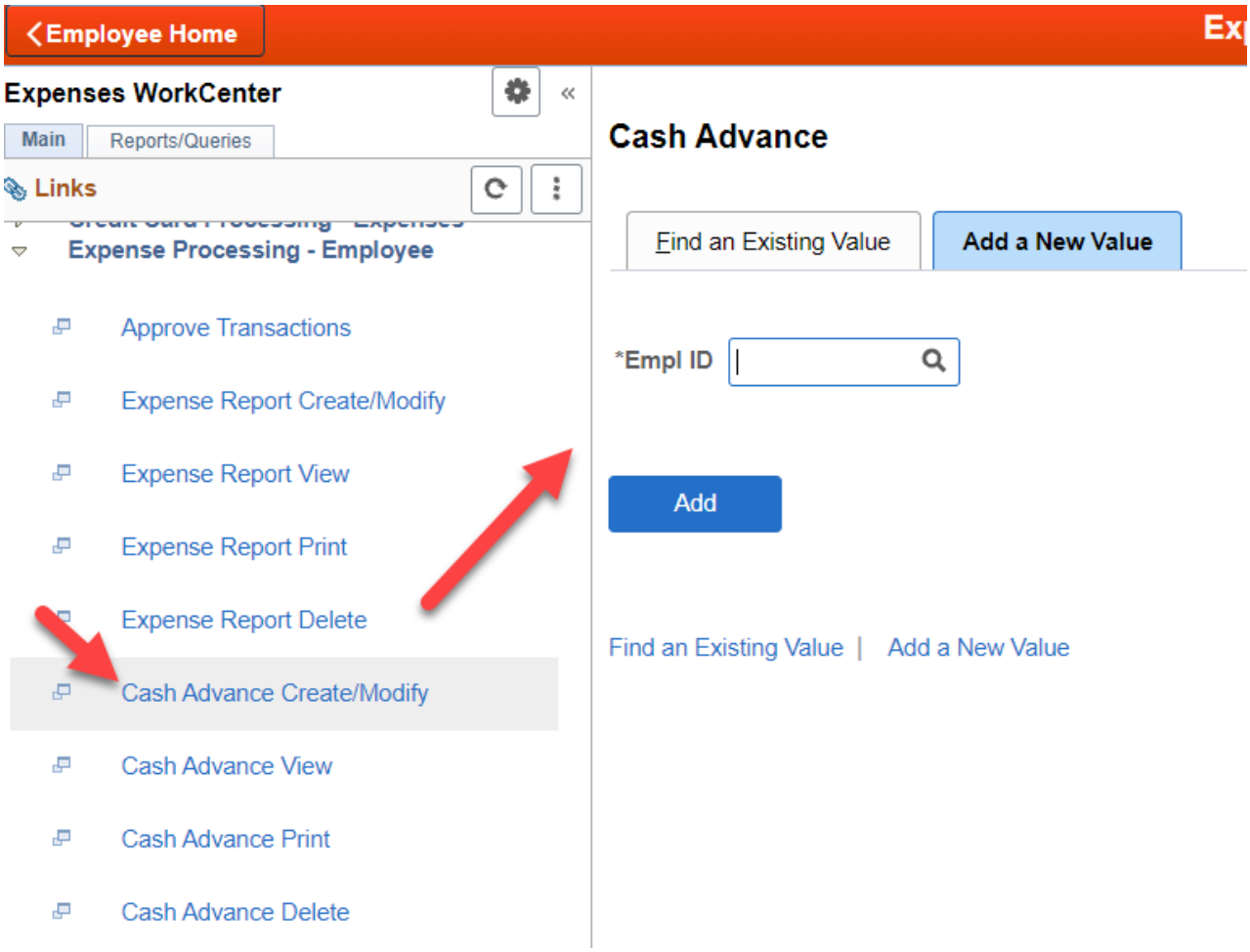
Entering a Cash Advance

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



Cash Advance Entry:

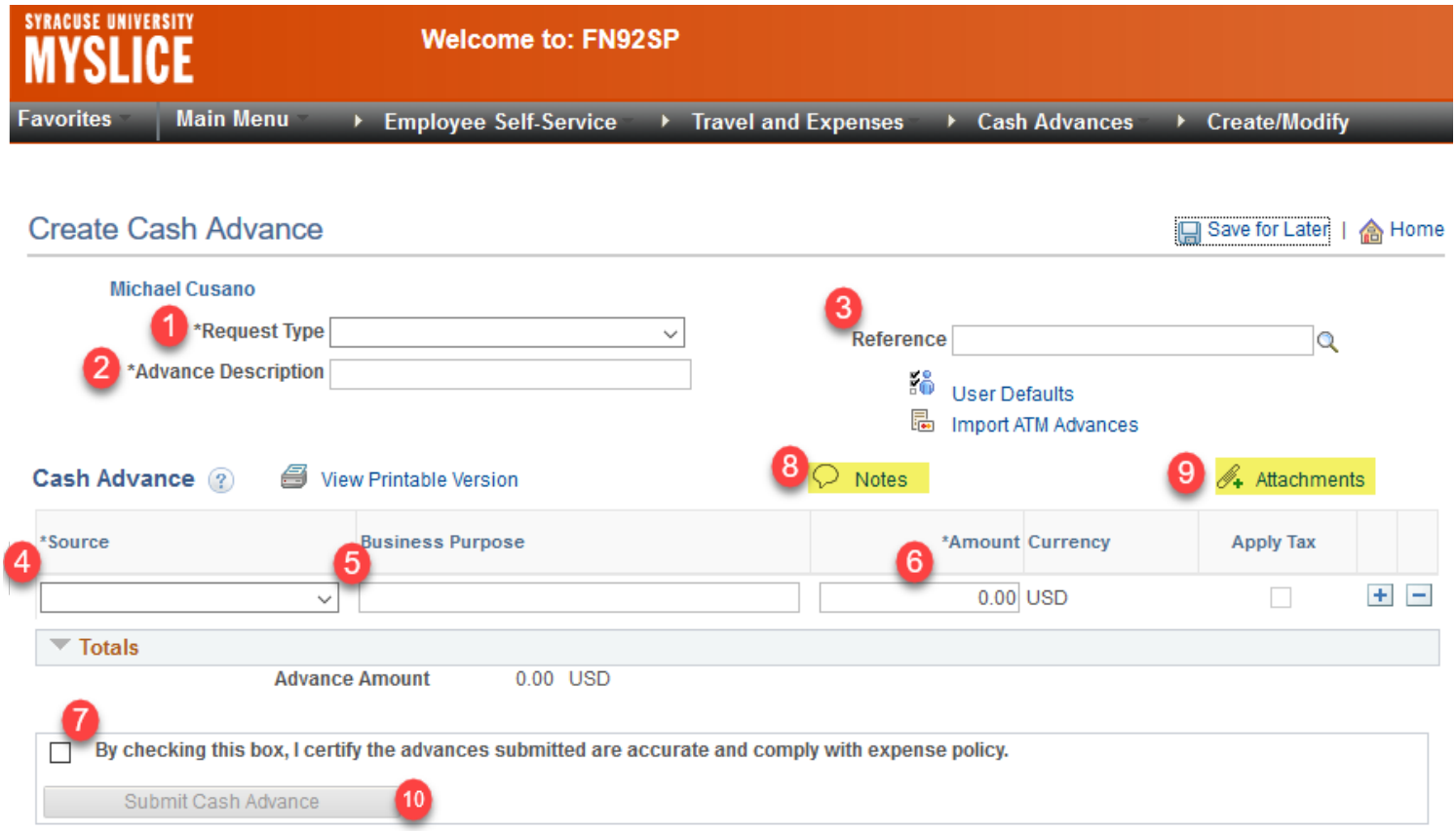
Click on the Cash Advance Create/Modify link from the “Expenses WorkCenter”.



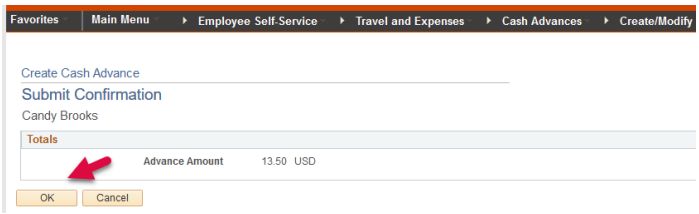
Your EMPL ID will be displayed; if you are a delegate for another user, you can click the magnifying glass to look up that user.

Once the proper EMPL ID is selected, click ADD.

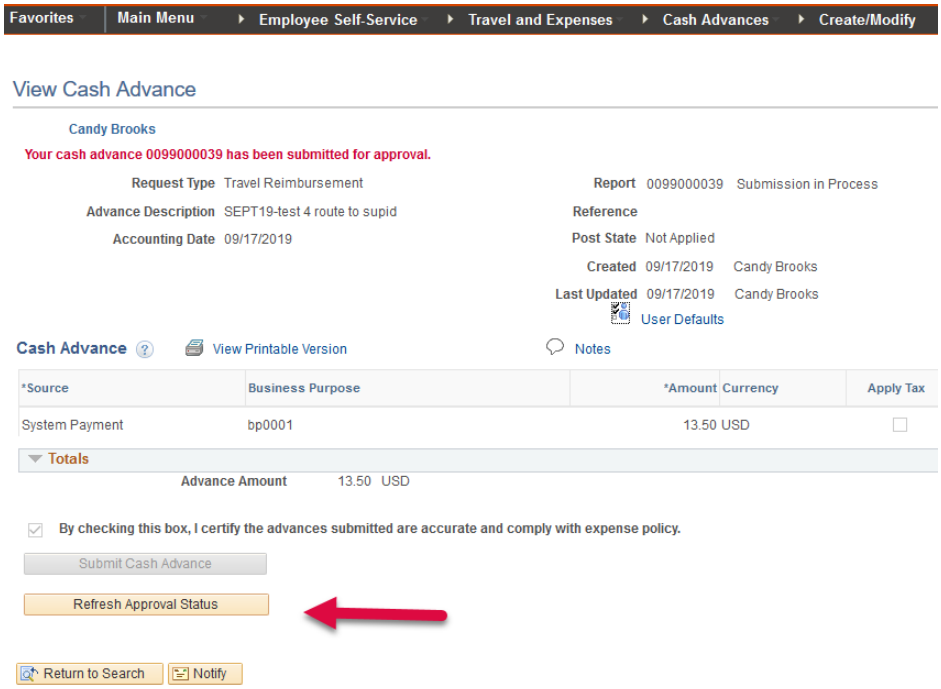
Cash Advance – QUICK ENTRY GUIDE:



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)



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.