

Apply Cash Advance

When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after travel to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.

1. To apply a Cash Advance, begin by navigating to the Expense Report that will have the Cash Advance associated: go to the **Travel & Expense Homepage** and clicking the **Create Expense Report Tile.**

Travel & Expense 🔻				
	Create Travel Authorization	Financial Approvals	View Travel Authorization	Create Expense Report

Alternately, navigate to the page using the NavBar: Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.

- 2. Select the **Find an Existing Value** tab and enter in the Report ID or Empl ID of the expense report that will have the cash advance associated. Click **Search**.
- 3. After completing all expense lines the cash advance must be applied to calculate how much the traveler needs to be reimbursed or must pay back. Click the **Actions** drop down menu and select **Apply/View Cash Advance(s)** and click **Go.**

Modify Expense Report							Save for Later
Nita Alexander @ *Business Purpose TRV-Attend Me *Report Description UAT Conference Reference 0000125164 Comment Test Expenses R Expenses @ Expand Al Collapse Ali Add: Expand Ali Collapse Ali Add: Expand Ali Collapse Ali Add: Expand Adi Expand Adi Expand Adi Collapse Ali Add: Expand Adi Expand Adi Collapse Ali Add: Expand Adi Exp	eting, Conf, etc. e e teport Wy Wallet (0) G Quick-Fill	Report Default Location Last Updated	0000210465 Pending CA LOS ANGELES A Attachments 04/18/2019 11:45:24AM	Q By 1000433597	Budget Inform Budget Status Budget Options Actions	Action Choose an Action Choose an Action Adjustment Cash Advance Apply/View Cash Advance(s) Associate Travel Authorization	GO
*Date *Expense Typ 04/17/2019 (5) TR-Out of St *Billing Type Expense *Location (CA LOS ANC *Merchant © Preferred Test	Lodging .Lodging 	Description hotei 249 characters ren Receipt S Q E Per Diem	naining iplit Deductions	*Payment Paid By E Default Rate Non-Reimbursa No Receipt	Type Enployee v *Exchang ble Base Currency A	Copy Expense Lines Default Accounting For Report Expense Report Project Summary Export to Excel User Defaults	•
List ↓ Accounting Detail SpeedChart Amount 180.00	IS @ Q *GL Unit Monetary Amount UTARL Q 180.00 <	Currency Exchange Code Rate USD 1.00000000	Account Fund 62206 Q 4200 Q	Dept Cos 315203 Q 470	t Center Function	Program Q Q	



4. At the Apply Cash Advance screen, click the **magnifying glass icon** next to the Advance ID. This will open the Look Up Advance ID screen with any Cash Advances that have been paid to the employee.

	A 1 ()							
Apply Cash	Advance(s)							
					R	eport ID 0000210465		
Cash Advance	Information							
*Advance ID	Advance Amount		Balance		Exchange Rate	Total Applied		
Q	0.000		0.00			0.00	USD	-
Add Ca	sh Advance	Up	date Total	S				
	Total Advance A	pplied	0.	00 USD				
	Totals (3	Lines)	249.	50 USD				
	Total Due Em	ployee	249.	50 USD				

5. Click the **Advance ID** link to associate the advance with the expense report.

Look Up Advance		
		H
Empl ID		
DateTime Stamp	04/19/2019 11:49AM	
Advance ID begin	is with 🔻	
Look Up Clea	r Cancel Basic Lookup	
Search Results		
View 100	First 🕙 1 of 1 🕑 Last	
Advance ID Advance D	escription Balance Currency Code	
0000008314 JAT Confe	erence 3 100 USD	

UTShare will return to the Apply Cash Advance screen. The selected advance will be listed with the total paid to the employee, and the total due, or the total the employee needs to be returned to the university.

- 6. If the expense report total is **Greater** than the cash advance, the **Total Due Employee** amount will display. (the difference between the expense report total and the cash advance).
 - a. Click **OK** and finish the Expense Report.

Expense Repo	rt					
Apply Cash	Advance(s)					
				R	eport ID 0000246600	1
Cash Advance	Information					
*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied	
0000009543	500.00	0.00	USD	1.00000000	500.00	USD 🖃
Add Ca	sh Advance	Update Tota	ls			
	Total Advance App	lied 500	.00 USD	1		
	Totals (2 Lin	1es) 514	.38 USD			
	Total Due Emplo	yee 14	.38 USD			
OK				-		

- 7. If the expense report total is **Less** than the cash advance:
 - a. Update the **Total Applied field** with the **expense report total amount** (in the Totals field).



b. Click the Update Totals button. This will calculate the Total Due Employee field is \$0.00.



c. Click OK to go back to the expense report

Note: If necessary, click Add Cash Advance to add another advance to the report, or modify the Total Applied.

 Under Budget Information in the top right corner of the expense report, click Budget Options.

This will take you to the Commitment Control Details. The Budget Checking Header Status will specify if it has been budget checked or not. If Budget Check is still required, click **Budget Check**.

After processing, this page will display whether the budget check is valid or contains errors as well as the transaction date. Click **OK** to return to the Expense Report.

Commitmer	t Control Details
	Source Transaction Type Expense Sheet
	Budget Checking Header Status Not Budget Checked
	Commitment Control Amount Type Encumbrance
	Override Transaction
1	
Budget Che	
Go to Transac	ion Exceptions Go To Activity Loa
Go to Transac	ion Exceptions Go To Activity Log
Go to Transac OK	Go To Activity Log
Go to Transac OK	Control
Go to Transac OK	Cancel Control Control Control
Go to Transac OK Commitment	Cancel Go To Activity Log Control Control Details
Go to Transac OK Commitment Commitment	Cancel Control Control Control Details Source Transaction Type Expense Sheet
Go to Transac OK Commitment	Control Details Source Transaction Type Expense Sheet Budget Checking Header Status Valid experiment Control Control Details
Go to Transac OK Commitment Commitment	Control Details Source Transaction Type Expense Sheet Budget Checking Header Status Valid ommitment Control Amount Type Encumbrance Computing Logis (1965-15)
Go to Transac OK Commitment Commitment	Control Details Source Transaction Type Expense Sheet Budget Checking Header Status Valid ommitment Control Amount Type Encumbrance Commitment Control Tran ID 0005105515 Commitment Control Tran Date 04/19/2019
Go to Transac OK Commitment Commitment	ion Exceptions Go To Activity Log Cancel Control Control Details Source Transaction Type Expense Sheet Budget Checking Header Status Valid ommitment Control Amount Type Encumbrance Commitment Control Tran ID 0005105515 Commitment Control Tran Date 04/19/2019
Go to Transac OK Commitment Commitment Commitment	Go To Activity Log Cancel Control Control Details Source Transaction Type Expense Sheet Budget Checking Header Status Valid ommitment Control Amount Type Encumbrance Commitment Control Tran ID 0005105515 Commitment Control Tran Date 04/19/2019 Override Transaction



9. Click **Summary and Submit** in the top right corner. Review the Expense Report Summary and click **Submit Expense Report**, then **OK** to complete this process.

Modify Expense Report				Save for Later 🔯 Expense Details
Sam Maverick			ActionsChoose a	an Action 🔹 GO
*Business Purpose TRV-Attend Meeting, Conf, etc.	 Report 	0000210465 Pending		
*Description UAT Conference	Created	04/18/2019 Jane Doe		
Reference 0000125164	C Last Updated	04/19/2019 Jane Doe		
	Post State	Not Applied		
Totals (?) 🗃 View Printable Version	View Analytics		🖉 + Ati	tachments
Employee Expenses (3 Lines) 249.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied 100.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	149.50 USD	Amount Due to Supplier	0.00 USD	
Submit Expense Report				