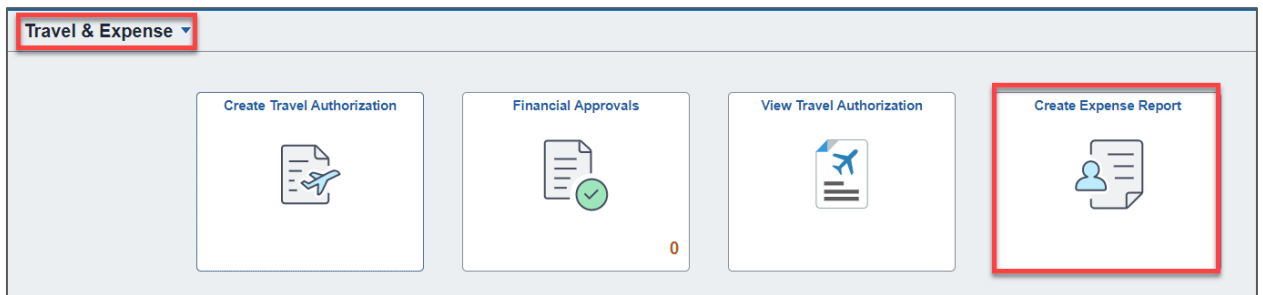


Apply Cash Advance

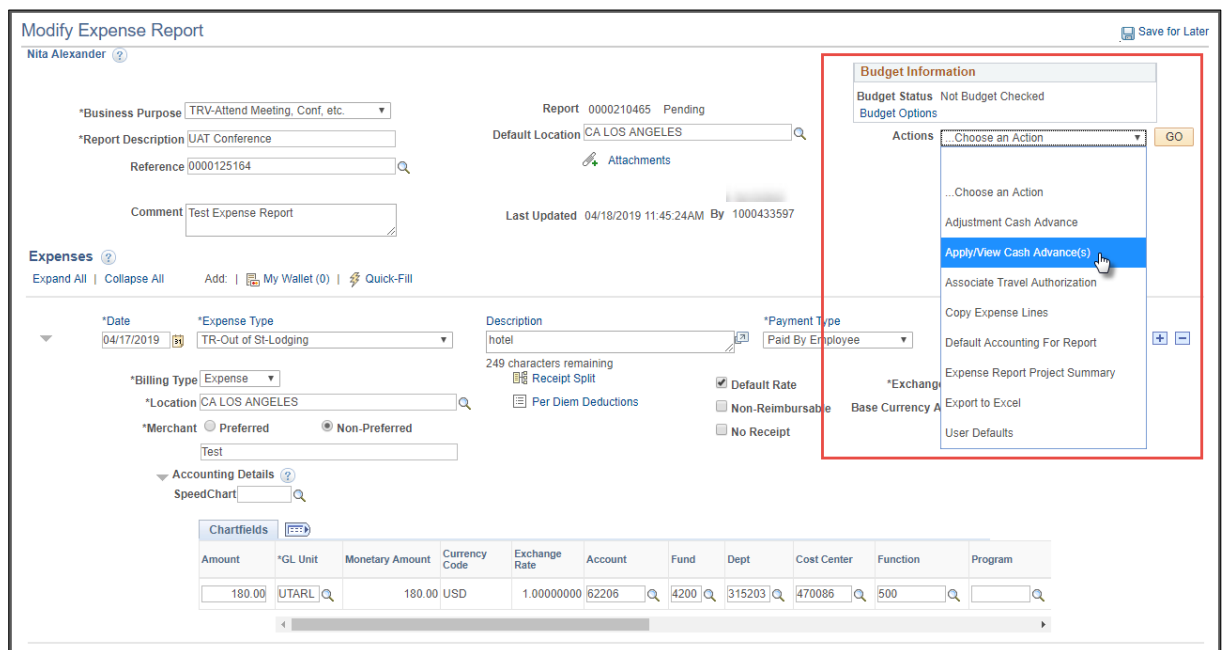
When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after travel to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.

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**.



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**.



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.

Expense Report
 Apply Cash Advance(s) Report ID 0000210465

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text" value=""/>	0.000	0.00		0.00 USD

Add Cash Advance Update Totals

Total Advance Applied 0.00 USD
 Totals (3 Lines) 249.50 USD
 Total Due Employee 249.50 USD

OK

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

Look Up Advance ID Help

Empl ID

DateTime Stamp 04/19/2019 11:49AM

Advance ID begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Advance ID	Advance Description	Balance	Currency Code
000008314	JAT Conference 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 Report
 Apply Cash Advance(s) Report ID 0000246600

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000009543	500.00	0.00 USD	1.00000000	500.00 USD

Add Cash Advance Update Totals

Total Advance Applied 500.00 USD
 Totals (2 Lines) 514.38 USD
 Total Due Employee 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.

Report ID 0000246599

Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000009543	500.00	434.00 USD	1.00000000	66.00 USD

Buttons: Add Cash Advance, Update Totals, OK

Totals Summary:

Total Advance Applied	66.00 USD
Totals (1 Line)	66.00 USD
Total Due Employee	0.00 USD

Callout: When the expense report total is added in the "Total Applied" field, the "Total Due Employee" field balance adjusts

- 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**.

8. 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**.

Commitment Control Details

Source Transaction Type: Expense Sheet

Budget Checking Header Status: Not Budget Checked

Commitment Control Amount Type: Encumbrance

Override Transaction

Budget Check

Go to Transaction Exceptions | Go To Activity Log

OK | Cancel

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.

Commitment Control Details

Source Transaction Type: Expense Sheet

Budget Checking Header Status: Valid

Commitment Control Amount Type: Encumbrance

Commitment Control Tran ID: 0005105515

Commitment Control Tran Date: 04/19/2019

Override Transaction

Budget Check

Go to Transaction Exceptions | [Go To Activity Log](#)

OK | Cancel



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 Actions

*Business Purpose Report 0000210465 Pending

*Description Created 04/18/2019 Jane Doe

Reference Last Updated 04/19/2019 Jane Doe

Post State Not Applied

Totals

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