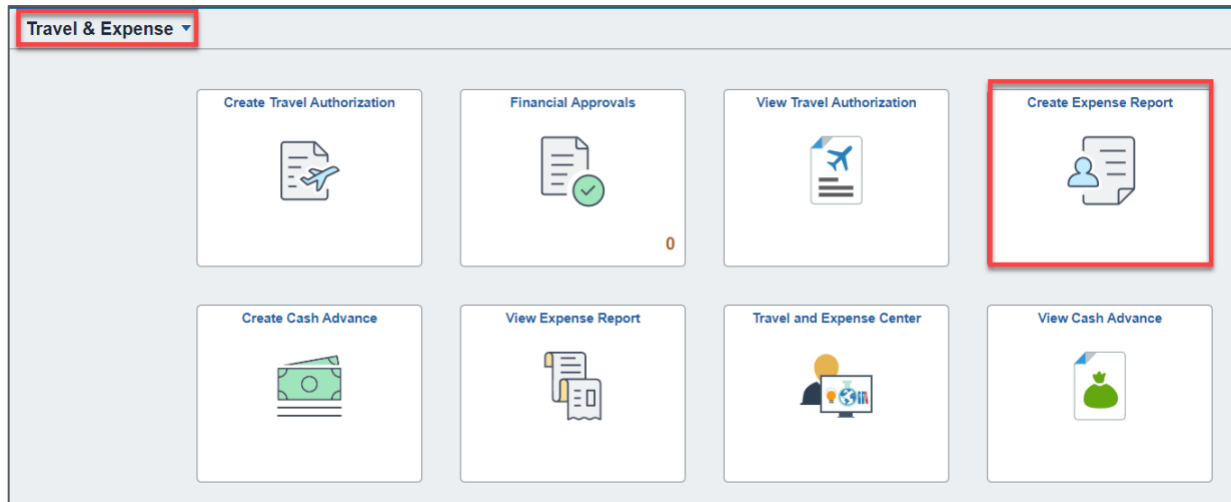


Apply Cash Advance Job Aid

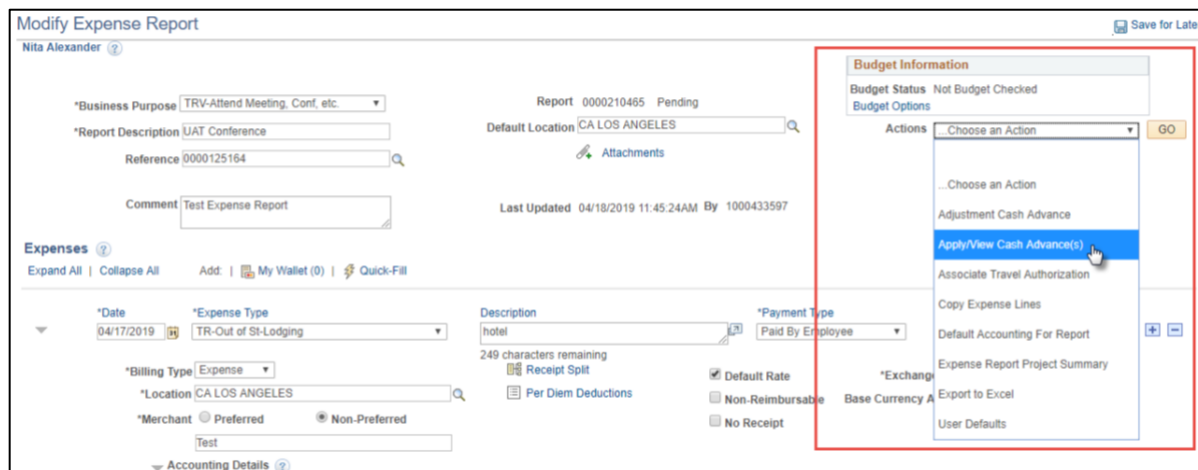
The purpose of this job aid is to explain how to apply a Cash Advance to an Expense Report. When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after all expenses have been added to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.

1. To Create a Travel Expense Report, begin by navigating to the **Travel & Expense Homepage**, and click on the **Create Expense Report** tile.



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

2. Select the **Find an Existing Value** button 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**.



- 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.

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

Note: *If the expected Cash Advance is not displayed, it may have already been associated to a different Expense Report.*

- 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.

- If the Cash Advance exceeds the Expense Report Totals, the Total Applied needs to be modified to the Totals from the Expense Report so Total Due Employee is 0.00 USD.

Example: Cash Advance was for \$4200. Expense line total is \$1200. Total Due Company comes out to \$3000 that needs to be returned. Once the excessive Cash Advance has been returned, the Total Applied needs to be adjusted to \$1200 so that Total Due Employee equals \$0.

- If necessary, click Add Cash Advance to add another advance to the report, or

modify the Total Applied and select update totals. Click **Ok** to return to the Expense Report.

9. Click the **Budget Options** link in the top right corner.
 - a. Click the **Budget Check** button.
 - b. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”.
 - c. If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information and re-run the budget checking process.
 - d. Click **OK** to return to the main page of the ER.
10. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. See Section “Add Attachments to Expense Report” for more information.

Note: *The Office of Disbursements prefers everything merged into one PDF document.*
11. Once the ER is successfully budget checked and the supporting documents attached, click the **Summary and Submit** link in the top right corner.
12. From the Summary and Submit page, review the information, and click the **Submit Expense Report** button.

Note: *If changes are required, click the Expense Details link in the top right corner to return to the main page.*
13. Submit Confirmation is displayed detailing the Traveler and the Amount Due to Employee. Click **Ok** to complete the Expense Report into workflow approvals.