



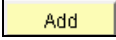





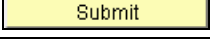
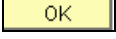



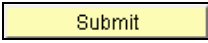
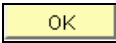



## Applying Cash Advance to an Expense Report (No Reimbursement)

1.	Click the <b>Employee Self-Service</b> link. 
2.	Click the <b>Travel and Expense Center</b> link. 
3.	Click the <b>Expense Report</b> link. 
4.	Click the <b>Create</b> link. 
5.	Click the <b>Add</b> button. 
6.	Click the <b>Select</b> button to choose your desired Travel Authorization. 
7.	Click the <b>Apply Cash Advance(s)</b> link. 
8.	Click the <b>Look up Advance ID (Alt+5)</b> graphic. 
9.	Click the <b>0000002097</b> link to select this cash advance. 
10.	Click the <b>OK</b> button. 
11.	Click the <b>Submit</b> button.  Notice that the <b>Due Company:</b> field shows 4,000 USD. This indicates that the employee owes the University 4,000 USD. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>Apply Cash Advance(s)</b> link. 
14.	Enter the desired information into the field. Enter a valid value e.g. " <b>1500.00</b> ".
15.	Click the <b>Update Totals</b> button.  You have to change the <b>Total Applied</b> to equal the amount of expenses that the employee incurred to process the expense report in PantherSoft.  However, the amount the employee owes to the University will still be recorded. 

16.	Click the <b>OK</b> button. 
17.	Click the <b>Submit</b> button. 
18.	Click the <b>OK</b> button. 
19.	Click the <b>Home</b> link. 
20.	Congratulations. You have successfully Applied a Cash Advance to an Expense Report with No Reimbursement. <b>End of Procedure.</b>