



# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)

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<b>Department</b>	
<b>Responsibility/Role</b>	
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### Applying Cash Advance to an Expense Report (No Reimbursement)

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

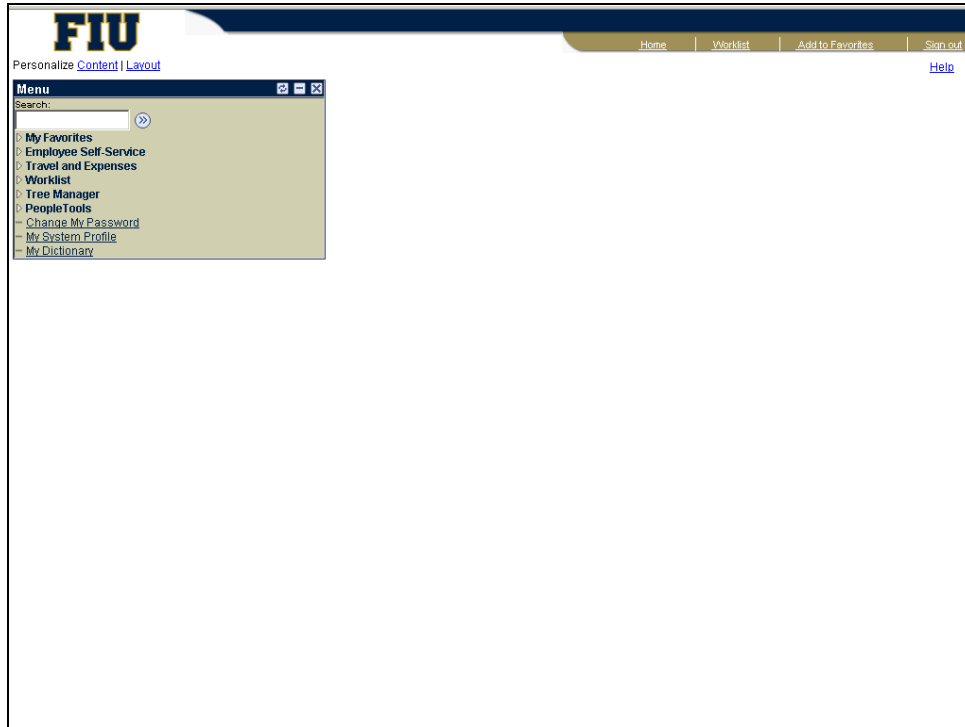
# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)



### Procedure

Sometimes a Cash Advance will be more than the expenses incurred by an individual on a trip. In this topic, you will be entering a Cash Advance to an Expense Report with no reimbursement. You will actually owe the University money.



Step	Action
1.	Click the <b>Employee Self-Service</b> link. <b>Employee Self-Service</b>



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Step	Action
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>

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Step	Action
3.	Click the <b>Expense Report</b> link. 
4.	Click the <b>Create</b> link. 
5.	Click the <b>Add</b> button. 



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## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)

**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search:  [New Window](#) | [Help](#) | [Customize Page](#) | [Settings](#)

- My Favorites
- Employee Self-Service
  - Assets
    - Travel and Expenses
      - Travel and Expense Center
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  - Worklist
  - Tree Manager
  - People Tools
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    - My System Profile
    - My Dictionary

**Create Expense Report**

**Populate From A Travel Authorization**

Report ID: NEXT

Patty Panther

From Date:  To:

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	<a href="#">test vacav reassion sys profil</a>	0000033267	04/17/2009	04/20/2009	10.00	USD
Select	<a href="#">HEUG Conference</a>	0000033259	04/14/2009	04/14/2009	350.00	USD
Select	<a href="#">01_04</a>	0000033258	04/14/2009	04/14/2009	560.00	USD
Select	<a href="#">01_03</a>	0000033252	04/14/2009	04/14/2009	900.00	USD
Select	<a href="#">01_04</a>	0000033251	04/14/2009	04/14/2009	560.00	USD
Select	<a href="#">01_03</a>	0000033248	04/14/2009	04/14/2009	900.00	USD
Select	<a href="#">Test01_01</a>	0000033240	04/14/2009	04/14/2009	850.00	USD
Select	<a href="#">for SME's creation CA from TA</a>	0000033237	04/13/2009	04/13/2009	1,250.00	USD
Select	<a href="#">for creation of CA for SME's</a>	0000033236	04/13/2009	04/13/2009	5,000.00	USD
Select	<a href="#">to use with exp report</a>	0000033224	04/08/2009	04/08/2009	300.00	USD
Select	<a href="#">to use with exp report</a>	0000033223	04/08/2009	04/08/2009	6,500.00	USD

[Return to Expense Report Entry](#)

Step	Action
6.	Click the <b>Select</b> button to choose your desired Travel Authorization. <input type="button" value="Select"/>
7.	Click the <b>Apply Cash Advance(s)</b> link. <a href="#">Apply Cash Advance(s)</a>

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## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)



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**My Favorites**

- Employee Self-Service
- Assets
- Travel and Expenses
  - Travel and Expense Center
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- PeopleTools
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  - My Dictionary


**Create Expense Report**

**Apply Cash Advance(s)** Report ID: NEXT

Patty Panther

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

**Total Advance Applied:** 0.00 USD  
**Total Employee Expenses:** 1,500.00 USD  
**Total Due Employee:** 1,500.00 USD

Step	Action
8.	Click the <b>Look up Advance ID (Alt+5)</b> graphic. 
9.	Click the <b>000002097</b> link to select this cash advance. <a href="#">000002097</a>
10.	Click the <b>OK</b> button. <input type="button" value="OK"/>



# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)

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### Create Expense Report

#### Expense Report Entry

Petty Panther [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: [to use with exp report] Comment: [ ]  
\*Business Purpose: [Conference] Reference: [ ]  
Default Location: [ ] Authorization ID: 000033223

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [ ] GO

**Details** Customize | Find | View All | First | 1 of 1 | Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Foreign Airfare	04/08/2009	1,500.00	USD	Out of Pocket	FIU Expense

Copy Selected | Delete Selected | New Expense [ ] Add | Check For Errors

**Totals**

Employee Expenses:	1,500.00 USD	Due Company:	4,000.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	5,500.00 USD		

[Definition of Totals](#) Update Totals

Save For Later | Submit | [Expense Report Project Summary](#) | [Printable View](#)

[Return to Expense Report](#)

Step	Action
11.	<p>Click the <b>Submit</b> button.</p> <p>Notice that the <b>Due Company:</b> field shows 4,000 USD. This indicates that the employee owes the University 4,000 USD.</p> <p></p>

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## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)



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  - My Dictionary

**Create Expense Report**

**Submit Confirmation**

Patty Panther **Report ID:** NEXT

Expense Report Totals			
<b>Employee Expenses:</b>	1,500.00	USD	
<b>Non-Reimbursable Expenses:</b>	0.00	USD	
<b>Prepaid Expenses:</b>	0.00	USD	
<b>Employee Credits:</b>	0.00	USD	
<b>Vendor Credits:</b>	0.00	USD	
<b>Cash Advances Applied:</b>	5,500.00	USD	
			<b>Due Company:</b> 4,000.00 USD
			<b>Due Vendor:</b> 0.00 USD

[Definition of Totals](#)

Click OK to submit, or click Cancel to return to the expense report without submitting.

Step	Action
12.	Click the <b>OK</b> button. <input type="button" value="OK"/>



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## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)

**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ]

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**Create Expense Report**

**Submit Confirmation**

Petty Panther [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: [to use with exp report] Comment: [ ]

\*Business Purpose: [Conference] Reference: [ ]

Default Location: [ ] Authorization ID: 000033223

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [ ] GO

**Details** Customize | Find | View All | First | 1 of 1 | Last

Overview | Detail | Location | Merchant | Air/Hotel | Mileage | Currency | [ ]

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Foreign Airfare	04/08/2009	1,500.00	USD	Out of Pocket	FIU Expe

Copy Selected | Delete Selected | New Expense [ ] Add | Check For Errors

**Totals**

Employee Expenses:	1,500.00 USD	Due Company:	4,000.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	5,500.00 USD		

[Definition of Totals](#) Update Totals

Save For Later | Submit | [Expense Report Project Summary](#) | [Printable View](#)

[Return to Expense Report](#)

Step	Action
13.	Click the <b>Apply Cash Advance(s)</b> link. <a href="#">Apply Cash Advance(s)</a>

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## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)



**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ]

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[Create Expense Report](#)

### Apply Cash Advance(s)

Report ID: NEXT

Patty Panther

Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000002097	5500.00	5500.00 USD	1.00000000	5500.00 USD

**Total Advance Applied:** 5,500.00 USD  
**Total Employee Expenses:** 1,500.00 USD  
**Total Due Company:** 4,000.00 USD

Step	Action
14.	Enter the desired information into the field. Enter " <b>1500.00</b> ".
15.	<p>Click the <b>Update Totals</b> button.</p> <p>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.</p> <p>However, the amount the employee owes to the University will still be recorded.</p> <p><input type="button" value="Update Totals"/></p>
16.	<p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>



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## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)

**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ] [X] [New Window](#) | [Help](#) | [Customize Page](#) | [Settings](#)

**Create Expense Report**  
**Expense Report Entry** [User Defaults](#) Report ID: NEXT

Petty Panther

**General Information**

\*Description: to use with exp report Comment: [ ]  
\*Business Purpose: Conference Reference: [ ]  
Default Location: [ ] Authorization ID: 000033223

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [ ] GO

**Details** Customize | Find | View All | First | 1 of 1 | Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Foreign Airfare	04/08/2009	1,500.00	USD	Out of Pocket	FIU Expense

Copy Selected | Delete Selected | New Expense [ ] Add | Check For Errors

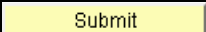
**Totals**

Employee Expenses:	1,500.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	1,500.00 USD		

[Definition of Totals](#) Update Totals

Save For Later | Submit | [Expense Report Project Summary](#) | [Printable View](#)

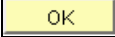
[Return to Expense Report](#)

Step	Action
17.	Click the <b>Submit</b> button. 

# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)



Step	Action
18.	Click the <b>OK</b> button. 



# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advance to an Expense Report (No Reimbursement)

Step	Action
19.	Click the <a href="#">Home</a> link. <a href="#">Home</a>
20.	Congratulations. You have successfully Applied a Cash Advance to an Expense Report with No Reimbursement. <b>End of Procedure.</b>