



# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Applying Cash Advances to an Expense Report_BUSPROC.doc
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<b>Status</b>	

### Applying Cash Advances to an Expense Report

Trigger:

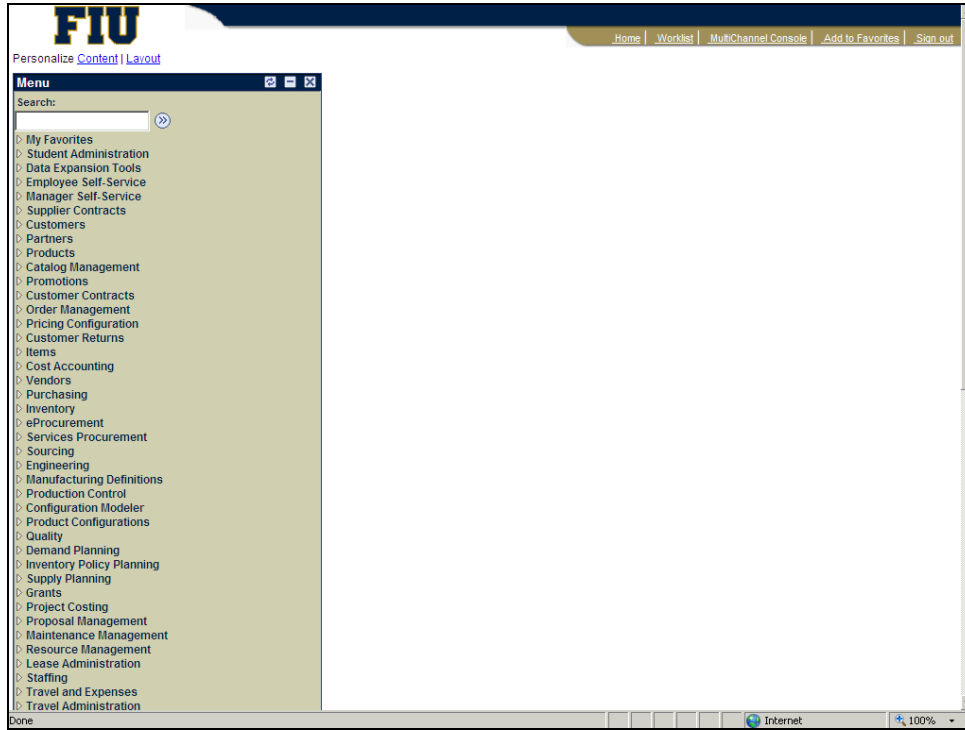
Required Field(s)	Comments

Output - Results	Comments

### Additional Information

### Procedure

In this topic, you will Apply Cash Advances to an Expense Report.



Step	Action
1.	Click the <b>Employee Self- Service</b> link. <a href="#">Employee Self-Service</a>
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>
3.	Click the <b>Expense Report</b> link. <a href="#">Expense Report</a>
4.	Click the <b>Modify</b> link. <a href="#">Modify</a>



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## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report

**Expense Report**

**Expense Report Entry**

Paty Panther [User Defaults](#) Report ID: 0000188662

**General Information**

\*Description: Conference Comment: HEUG Conference  
\*Business Purpose: Conference  
Status: Pending Reference:  
Default Location: Nevada, Las Vegas Last Updated: 04/14/2009 By: 1315242  
Post State: Not Applied

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

**Details**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare	04/01/2009	250.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	04/01/2009	50.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Lodging	04/01/2009	100.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	400.00 USD	Due Employee:	400.00 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:	0.00 USD		


[Definition of Totals](#)

Step	Action
5.	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 Advances to an Expense Report

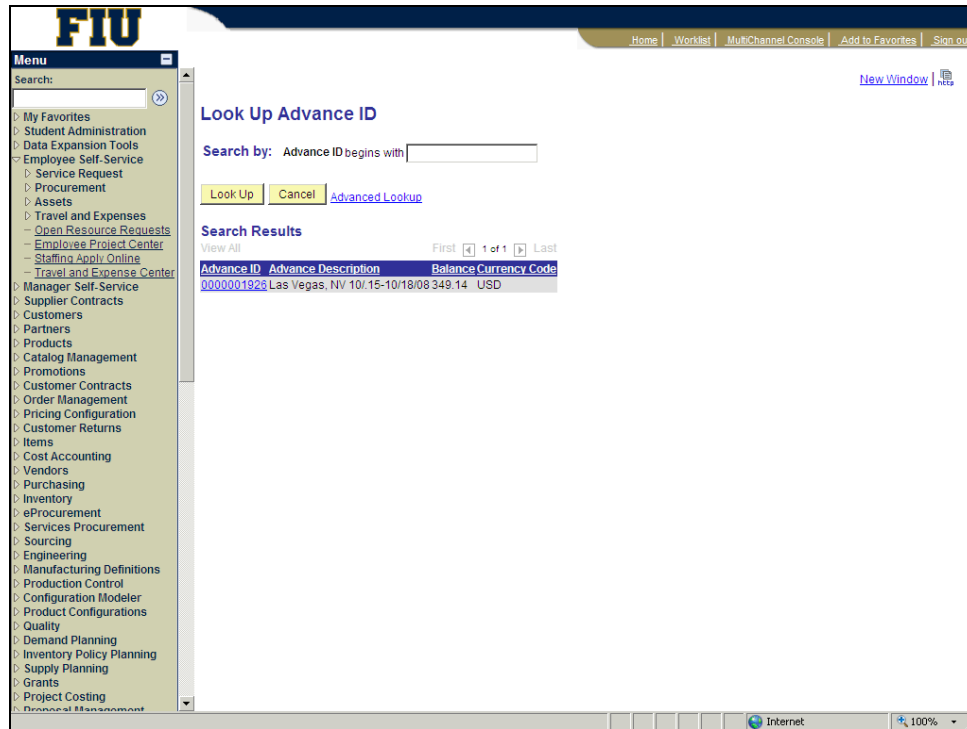


Step	Action
6.	Click the <b>Advance ID</b> button. 



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## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report




Step	Action
7.	Click an entry in the <b>Advance ID</b> column. <u>0000001926</u>

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## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report



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



# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report

**Expense Report**

**Expense Report Entry**

Patly Panther [User Defaults](#) Report ID: 0000186662

**General Information**

\*Description: Conference Comment: HEUG Conference  
\*Business Purpose: Conference  
Status: Pending Reference:  
Default Location: Nevada, Las Vegas Last Updated: 04/14/2009 By: 1315242  
Post State: Not Applied

**Details**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare	04/01/2009	250.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	04/01/2009	50.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Lodging	04/01/2009	100.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	400.00 USD	Due Employee:	50.86 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:	349.14 USD		

Definition of Totals Update Totals

Step	Action
9.	Click the scrollbar.
10.	Click the <b>Submit</b> button.

**Submit**

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## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report



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



# Business Process Document

## PS FIN Travel Expenses: Applying Cash Advances to an Expense Report

**View Expense Report**  
**Expense Report Detail**  
 Patty Panther      User Defaults      Report ID: 0000186662

**General Information**

Description: Conference      Comment: HEUG Conference  
 Business Purpose: Conference  
 Status: Submission in Process      Reference:  
 Default Location: Nevada, Las Vegas      Last Updated: 04/14/2009      By: 1315242  
 Post State: Not Applied

More Options: [Dropdown]      GO

**Details**      Customize | Find | View All | [Icons]      First 1 of 3 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	04/01/2009	250.00	USD	Out of Pocket	FIU Expense
Domestic Incidentals	04/01/2009	50.00	USD	Out of Pocket	FIU Expense
Domestic Lodging	04/01/2009	100.00	USD	Out of Pocket	FIU Expense

**Totals**

Employee Expenses:	400.00 USD	Due Employee:	50.86 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:	349.14 USD		

[Definition of Totals](#)  
[Expense Report Project Summary](#)      [Printable View](#)

Step	Action
12.	Click the <b>Home</b> link. 
13.	Congratulations. You have successfully Applied Cash Advances to an Expense Report. <b>End of Procedure.</b>