## 9.2 Applying Cash Advances to an Expense Report

**Purpose:** Use this document as a reference for applying a cash advance to an expense report in ctcLink.

Audience: All travelers

**PREREQUISITES:** Must have created and fully approved and processed a cash advance for the intended traveler. Must have created an expense report for the same traveler but not submitted the expense report yet. You must be authorized to edit travel documents for the specified traveler even if the you are the same as the traveler.

## **Applying Cash Advances to an Expense Report**

## Navigation: NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

- 1. The **Expense Report** search page displays.
- 2. Select the **Find an Existing Value** tab, or **Add a New Value** if starting a new Expense Report.
- 3. Enter **Search Criteria** to identify your expense report.
- 4. Select **Search**.

< Advance	Expense Report			
Expense Report Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Value Add a New Value				
* Jean Chiena				
Report ID begins with 🧹				
Report Description begins with 🗸				
Name begins with v				
Empl ID begins with V 101004867				
Search Clear Basic Search 🖾 Save Search Criteria				
Find an Existing Value Add a New Value				

- 5. The **Modify Expense Report** page displays.
- 6. Pull down the **Actions** drop-down menu, and select the "Apply/View Cash Advance(s)" from the list.
- 7. Select **Go**.

< Advance	Modify Expense Re	port
Modify Expense Report Hayden	Report 0000010531 Pending Default Location Gulf Shore & Attachments	Save for Later   Summary and Submit Actions Apply/View Cash Advance(s)  O
Expenses ② Expand All   Collapse All Add:   By Wallet (0)   \$ Quick-Fill  *Date *Expense Type 3/26/2019 iii Automobile Rental	*Description *Payment Type * Economy	Total         944.67         USD           *Amount         *Currency           944.67         USD         ℚ<
Expand All   Collapse All	247 characters remaining	Total 944.67 USD

- 8. The **Apply Cash Advance(s)** page displays.
- 9. Select the **Look up Advance ID** search icon.

Advance						Create/M	odify
Expense Repor	t						
Apply Cash	Advance(s)						
				I	Report ID 0000010531		
Cash Advance	Information						
*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied		
Q	0.000	0.00			0.00	USD 📃	
Add Cas	h Advance	Update Total	S				
	Total Advance A	Applied 0.	00 USD				
	Totals (	1 Line) 944.	67 USD				
	Total Due Em	ployee 944.	67 USD				
ОК							

- 10. The **Look Up Advance ID** window displays.
- 11. Select an **Advance ID.**

Advance					Create/N	lodify
Expense Rep Apply Casl	ort n Advance(s)					
				Report ID 0000010531		
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
Q	0.000	0.00		0.00 U	USD 🖃	
Add C	Look Up Advance I	)		[	×	
OK	Empl ID DateTime Stamp Advance ID begin Look Up Clear Search Results View 100 Advance ID Advance D 0000000162 DECA Car	101004 03/26/2 is with v Cancel First escription E eer Development 8	867 D19 12:29PM Basic Lookup : 1 of 1 & Last alance Currency Code 42 USD	Hei	P	

12. The **Look Up Advance ID** window disappears.

- 13. In the **Total Applied** field, enter the amount of the Cash Advance that you want to apply to the Expense Report. You can apply part of the Advance or the entire balance. The entire amount is applied by default.
- 14. You can select the **Add Cash Advance** button to add another row to this page and select an additional Cash Advance to apply to the Expense Report.

In order to apply <u>multiple</u> Cash Advances to the same Expense Report, the Cash Advances must contain the same Chartfield values. If they do not contain the same Chartfield Values, then the Expenses must be split up onto multiple Expense Reports for each corresponding Cash Advance.

15. The **Total Due Employee** field indicates the amount due to either the employee or the company after applying the total Cash Advance amounts. Total applied cash advance cannot exceed the total amount of the Expense Report; it can be less than or equal to, but not more than.

16.	Select the <b>OK</b> button to apply the cash advance amounts to the expense report and return
	to the Create Expense Report page.

Advance						Create/Modif
Expense Repo	rt					
Apply Cash	Advance(s)					
				l l	Report ID 0000010531	
Cash Advance	Information					
*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied	
000000162	842.00	0.00	USD	1.00000000	842.00 U	ISD 📃
Add Ca	sh Advance	Update Tota	Is			
	Total Advance A	Applied 842	.00 USD			
	Totals (	1 Line) 944	.67 USD			
	Total Due Em	ployee 102	.67 USE			
ОК						

- 17. The **Modify Expense Report** page displays.
- 18. Select the **Save For Later** button (or link) to save the Expense Report without submitting it for approval.

< Advance	Modify Expense Re	port
Modify Expense Report Hayden	Report 0000010531 Pending	Save for Later I Summary and Submit
*Report Description Clams Reference 8675309 Q Expenses @ Expand All   Collapse All Add:   B My Wallet (0)   S QuideFill	Default Location Gulf Shore	Total 944.67 USD
*Date *Expense Type  O3/26/2019 B Automobile Rental	*Description *Payment Type * Economy	*Amount *Currency 944.67 USD Q 🕈 🖛
Expand All   Collapse All		Total 944.67 USD

## 19. Process complete.