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.

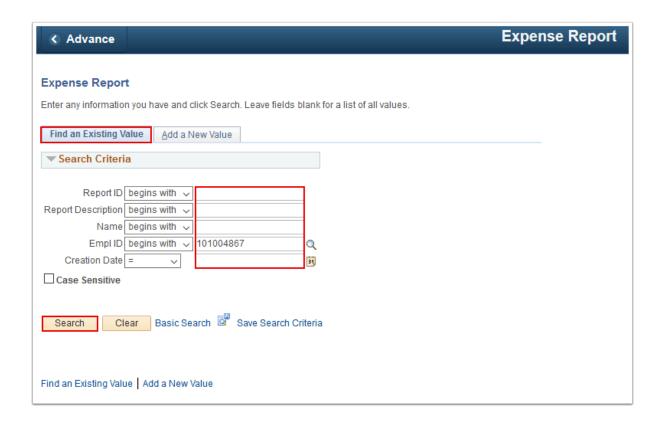
Audience: All travelers

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.

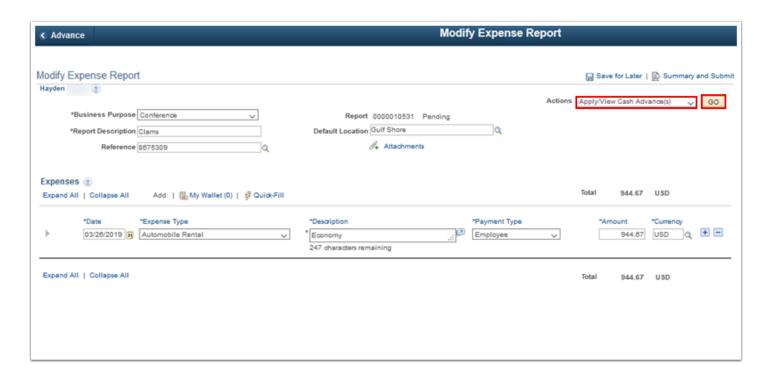
Applying Cash Advances to an Expense Report

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

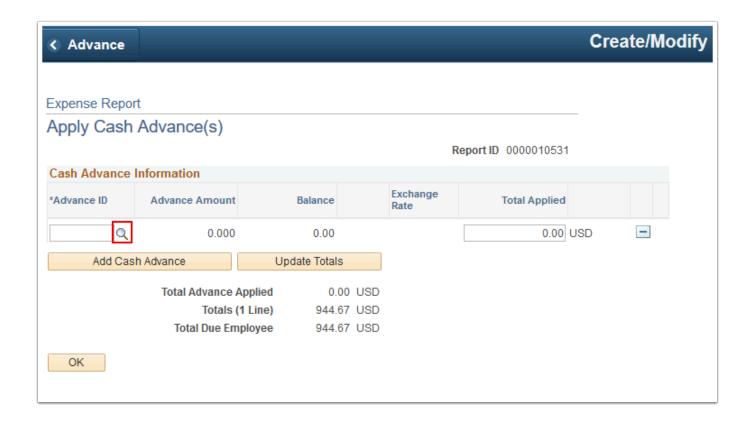
- 1. The **Expense Report** search page displays.
- 2. Select the **Find an Existing Value** tab, or **Add a New Value** if starting a new Expense Report.
- 3. Enter **Search Criteria** to identify your expense report.
- 4. Select Search.



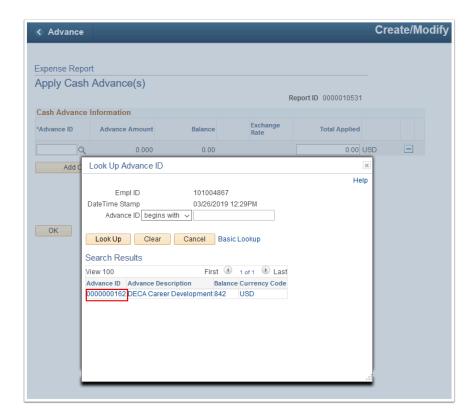
- 5. The **Modify Expense Report** page displays.
- 6. Pull down the **Actions** drop-down menu, and select the "Apply/View Cash Advance(s)" from the list.
- 7. Select Go.



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



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



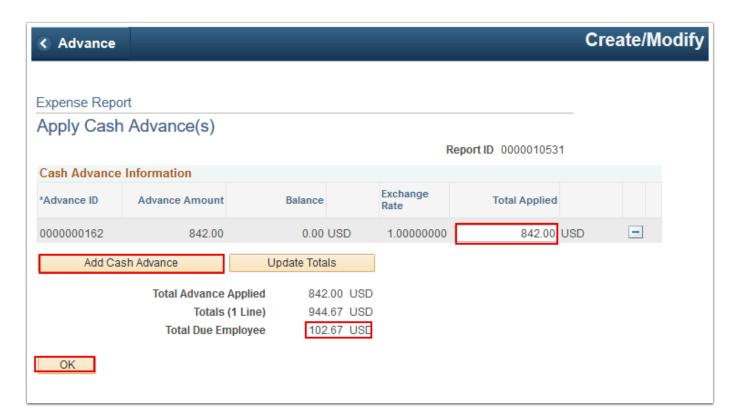
12. The **Look Up Advance ID** window disappears.

- 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.

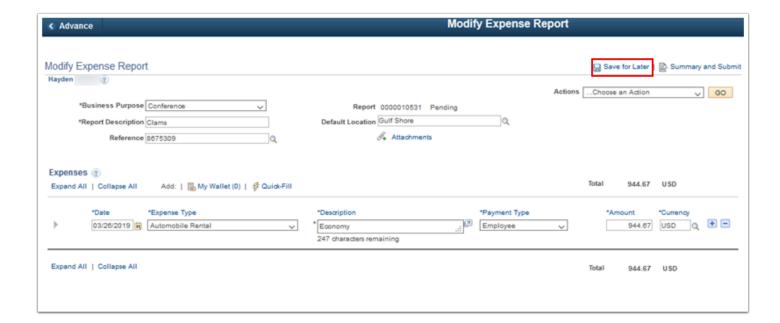


In order to apply <u>multiple</u> Cash Advances to the same Expense Report, the Cash Advances must contain the same Chartfield values. If they do not contain the same Chartfield Values, then the Expenses must be split up onto multiple Expense Reports for each corresponding Cash Advance.

- 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 **OK** button to apply the cash advance amounts to the expense report and return to the Create Expense Report page.



- 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.



19. Process complete.