Travel Activities
Applying a Cash Advance to an Expense Report

Overview:

Understanding the Process to Apply a Cash Advance to an Expense Report

In this topic you will learn how to apply a cash advance to your expense report.

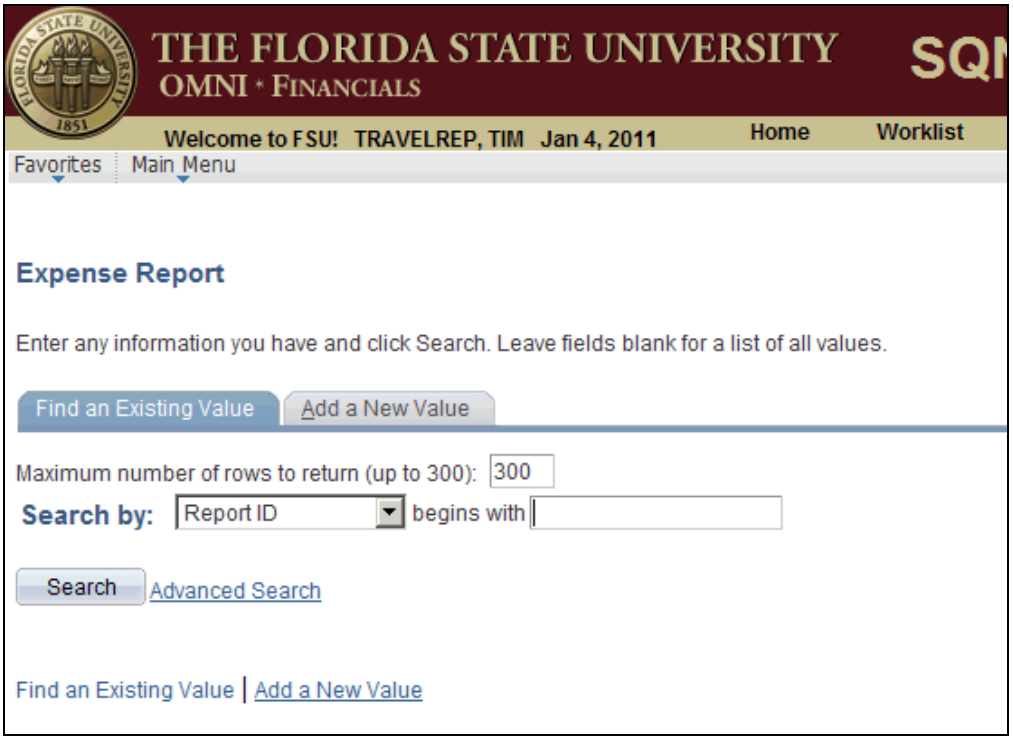
NOTE: Refer to the "Creating an Expense Report from a Blank Report" tutorial for the steps involved in creating the Expense Report referred to in this tutorial.

Procedure

Scenario:
In this topic, you will learn the steps to apply a Cash Advance to an existing Expense Report.

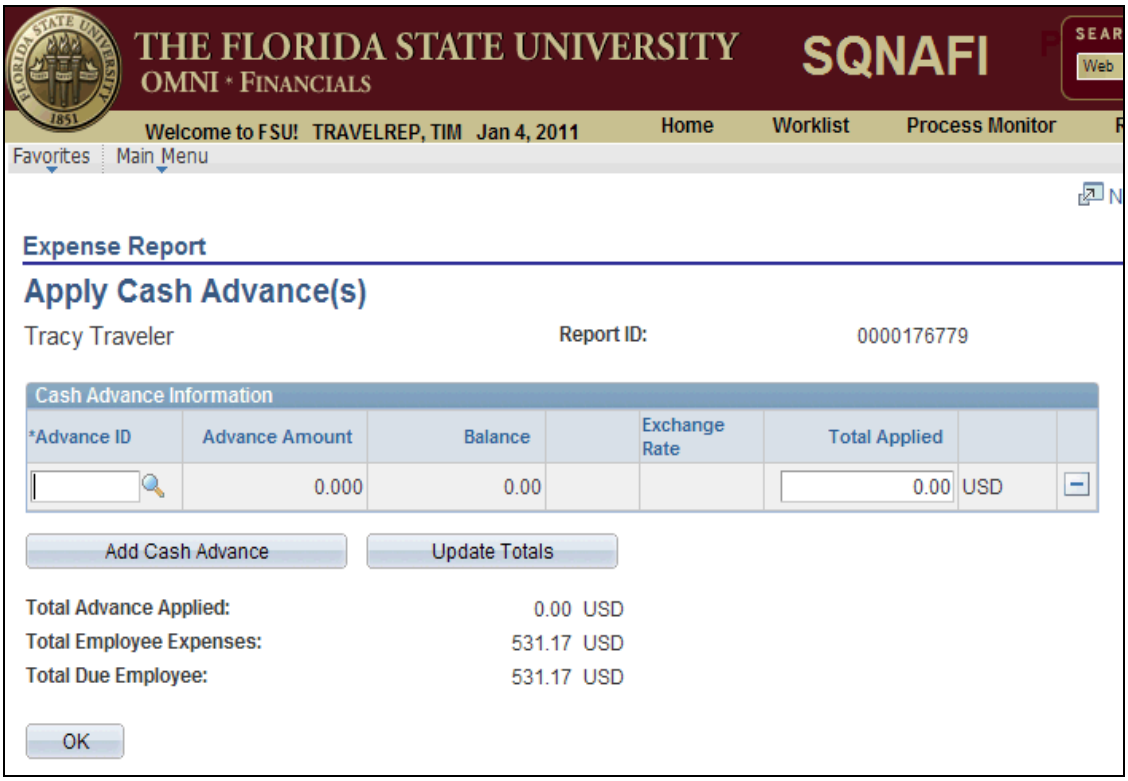
Key Information:
Expense Report Information

Step	Action
1.	Click the **Financials 9.1** link. Financials 9.1
2.	Click the **Main Menu** button. Main Menu
3.	Hover over Employee Self-Service, then click the **Travel and Expense Center** menu. Travel and Expense Center
4.	Click the Expense Report **Modify** link. Modify

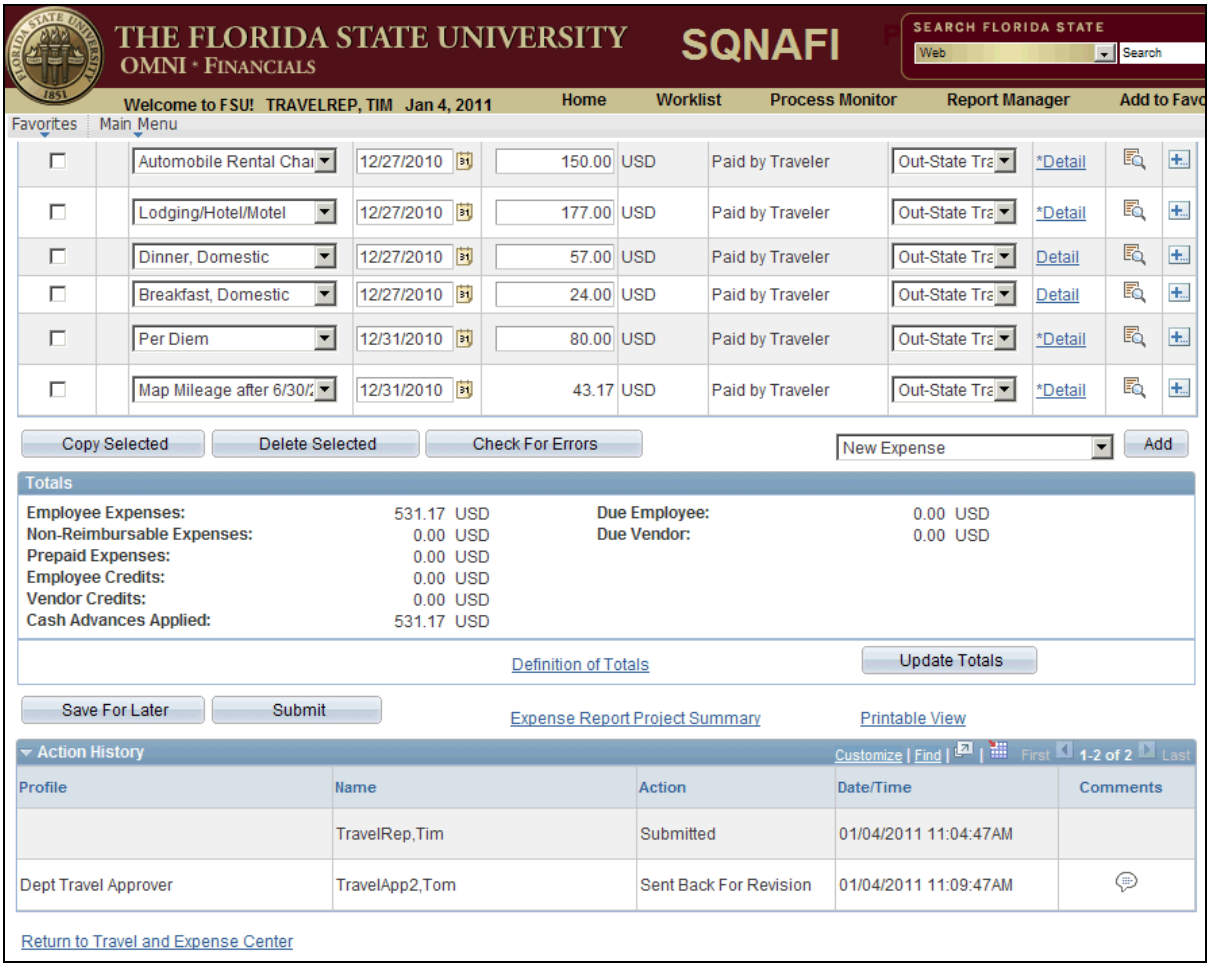


Step	Action
5.	Click the **Search** button to find the appropriate Expense Report to which the Cash Advance will be applied. Search
6.	Select the desired ER.

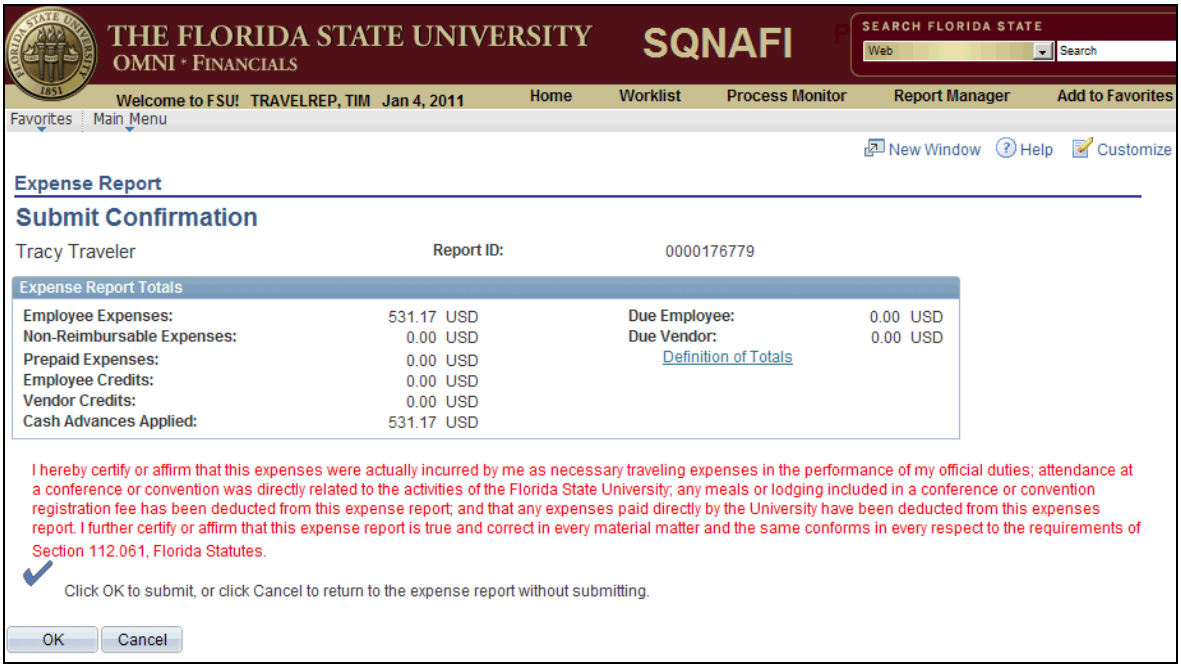
Step	Action
7.	Click the **Apply Cash Advance(s)** link. Apply Cash Advance(s)

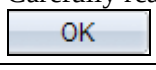


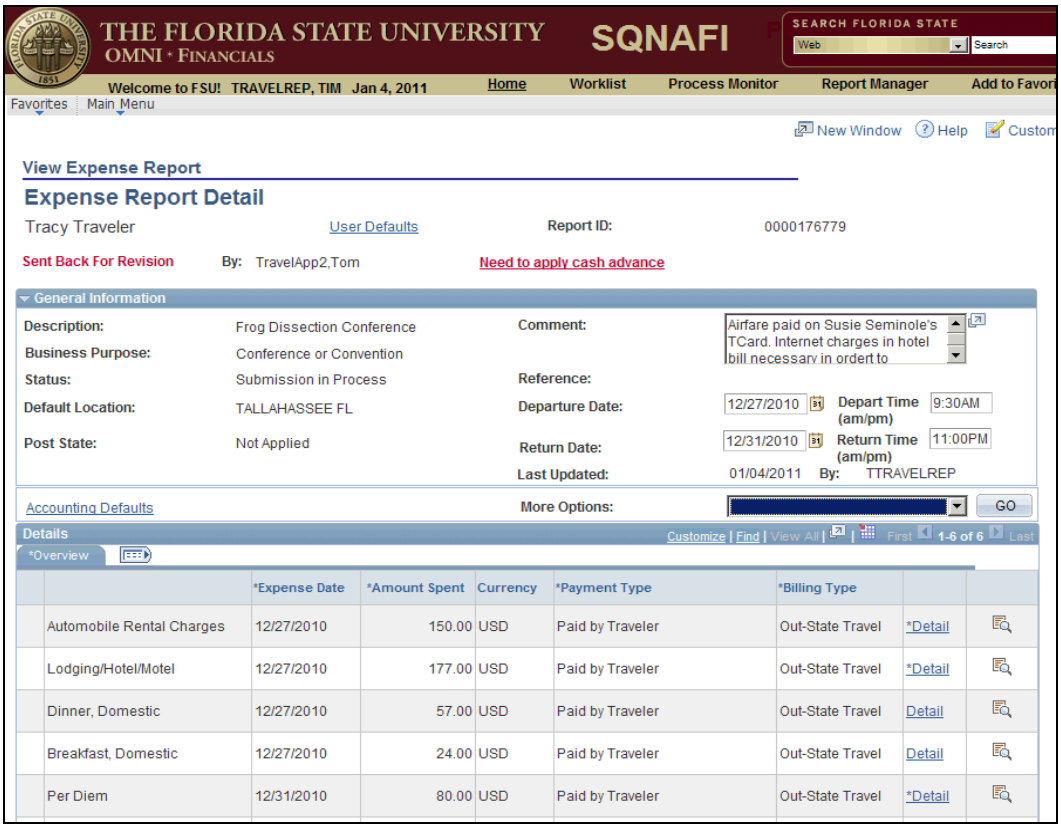
Step	Action
8.	Click the **Look up Advance ID** button. **NOTE**: Only the Cash Advance(s) paid to the employee associated with the Expense Report to which the Cash Advance will be applied will appear in the search results.
9.	Select the Cash Advance that you wish to apply to the Expense Report.
10.	Check your Cash Advance amount against the **Total Employee Expenses**. **NOTE**: In the previous version of OMNI (9.0) it was necessary to manually reduce the **Total Applied** amount to match the **Total Employee Expenses** if the Cash Advance was greater than the Expense Report (ER) amount. However, in 9.1 the amount applied to the ER is automatically reduced down to the Total Employee Expenses amount.
11.	After verifying the amount of the Cash Advance that is being applied to the Expense Report, click the **OK** button. OK
12.	Please ensure the remaining amount of the Cash Advance that was not applied is returned to the University by the traveler by submitting a check or money order made payable to FSU. Be sure to include the Cash Advance ID and the Expense Report ID in the "For" line of the check.



Step	Action
13.	Use the **Save for Later** button to save work and continue working at a later time. This action will *not* submit the Expense Report. Save For Later
14.	Once the Expense Report is complete and you have confirmed the **Cash Advance Applied** and the **Due Employee** amounts, click the **Submit** button to begin the approval process. Submit



Step	Action
15.	Carefully read the certification statement and then click the **OK** button. 



Step	Action
16.	Click the **Home** link. Home
17.	**Congratulations!** You have completed the topic. **End of Procedure.**